



# OPERATIONS MANAGER



HOLY TRINITY  
WANDSWORTH



TO KNOW CHRIST AND MAKE HIM KNOWN

# 2024

## BACKGROUND TO HOLY TRINITY WANDSWORTH

Holy Trinity Wandsworth is in South-West London (Zone 2) with a mission to know Christ and make Him known to the people of SW London.

Our main Sunday service is at 10.30am with approx. 65 adults and 15 children each week. We have a growing fringe and we are seeing people increase in their regularity of attendance. In due course, we would like to plant more services – possibly a family service in the afternoon and/or an evening service.

David Simpson started as the Vicar in July 2023 after a curacy at HTB and theological college at Oak Hill. We want to be a church that takes the Word of God seriously and is led by the Spirit in mission and holiness.

Wandsworth is a vibrant Borough with the highest proportion of young adults in the country. There is also a lot of socio-economic and ethnic diversity, which brings a vibrancy to life in the community.

## JOB PROFILE

Title:	Operations Manager
Contract:	Permanent role
Reports to:	Vicar
Location:	Holy Trinity Wandsworth, London
Basis of employment:	21 hours per week
DBS check required?	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a committed Christian and agrees with the <u>Church of England Evangelical Council Basis of Faith</u>
Application Closing Date	Applications need to be submitted by 17 November 2024. Interviews will take place during the first week of December. Applications may close if the right candidate emerges sooner.
Starting Date	As soon as possible (Nov 24 – Jan 25)
Application process	Please send a CV and covering letter by email to <a href="mailto:david@wandsworth.church">david@wandsworth.church</a> . If you would like an informal conversation, please get in touch with David Simpson.



## PURPOSE OF ROLE

Holy Trinity Wandsworth is seeking someone to join the staff team with specific responsibility for all practical organisation and legal compliance functions of the church, buildings and facilities, and ministry activity.

We need our systems to run smoothly and effectively. As the church is going through a season of transition with the new vicar, we need someone who can create new systems and improve current systems for the church management.

## TERMS OF EMPLOYMENT

Work Pattern	· 21 hours per week. This role requires someone to be in the church office for at least three mornings a week between the hours of 9.30am-1pm. We can be flexible around circumstances of candidate.
Salary	£24k (£40k but 0.6 FTE) Workplace pension scheme
Benefits	· Free ticket / expenses to training events as identified by Vicar
Holiday	15 days holiday, plus 5 bank holidays
Probation	6 months

## MAIN RESPONSIBILITIES

- Management of buildings both for ministry and rental including –
  - *A high priority on making sure our buildings are working for ministry and mission.*
  - *Management of the building diary.*
  - *Management of building utilities and contracts.*
  - *Planning, getting quotes and booking in any maintenance works needed.*
  - *Liaise with cleaners, ensuring quality of work is up to scratch.*
  - *First point of contact for maintenance needs - Autonomy to find simple solutions to low level issues, working closely with the Minister for Ops on larger/ongoing issues.*
  - *Managing the day-to-day H&S requirements (including Monthly H&S Checks, updating buildings risk assessment as needed, managing first aid supplies, working within our insurers required boundaries)*
  - *Management of consumables ordering such as cleaning supplies, tissue papers and office supplies.*
- Communication with church
  - *First point of contact for office enquiries - Having the autonomy to find simple solutions to requests and if not possible directing as appropriate to colleagues or outside agencies.*
  - *Sending out weekly emails to church congregation (church currently uses Mailchimp)*
- Organising Church rotas and systems
  - *Overseeing the rotas for smooth running of various parts of Sunday services*
  - *Ensure the church registers are completed and kept up to date.*
- Finance
  - *Working with the treasurer to ensure payments are made and tracked.*
  - *Card spending reconciliations.*
  - *Cash collection from safe, pay in petty cash & cheques at the bank.*
  - *Make sure payments come in and deposits are paid back for bookings.*
- Event planning
  - *Plan, organise and run various events that happen throughout the year in the life of the church (e.g. church BBQs in the summer, hamper packing at Christmas, organising team for Alpha courses)*
- Helping the Vicar
  - *Assisting the Vicar with emails and diary management*
- Work with the staff team and be based primarily in the Church Office.

## PERSON SPECIFICATION

<p>Faith</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>· A passion to follow Jesus Christ,</li> <li>· On a journey of discipleship (including daily Bible reading, prayer and a pursuit of holiness)</li> <li>· Passion for the vision &amp; purpose of Holy Trinity Wandsworth</li> <li>· Attendance at weekly staff meetings, prayer meeting and part of a Growth Group</li> <li>· Committed to the authority of Scripture and sensitive to the work of the Holy Spirit</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>· Regular attendance and active member of this Church</li> </ul>
<p>Experience</p>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>· Operational management experience</li> <li>· Property and facilities management experience</li> <li>· Project management skills and experience</li> <li>· Financial awareness of the church or charity sector</li> <li>· Volunteer recruitment experience</li> </ul>
<p>Personal Attributes</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>· Flexible and humble in character with a good level of emotional intelligence and able to communicate and work well in teams.</li> <li>· Proactive, preempting situations by being 1 step ahead of potential issues.</li> <li>· Dynamic, self-motivated, organised, and able to meet deadlines.</li> <li>· Self-starter – someone who will seek opportunities to grow the church.</li> <li>· Able to own your mistakes and seek advice when needed</li> <li>· A desire to serve the church and its mission and ministry.</li> <li>· Clear communication skills both written and oral.</li> <li>· Excellent attention to detail.</li> <li>· The ability to work across a wide and varied workload within the job role and prioritise as appropriate.</li> <li>· Motivated to jump-in and fix problems efficiently.</li> <li>· Proficient in computer skills. Inc. Calendar management.</li> <li>· Clear thinking and decision-making skills.</li> <li>· Excellent self-organization.</li> <li>· Flexible attitude.</li> <li>· High level of confidentiality.</li> <li>· Polite and personable, with clear boundaries.</li> <li>· Ability to work independently and seek advice when needed.</li> <li>· Able to identify holes in knowledge and seek self-learning opportunities.</li> </ul>