

WHO ARE WE LOOKING FOR?

We are seeking an Operations Manager who loves Jesus, aligns with our vision and ethos (this can be found on our webpage), and wants to use their strategic and administrative gifts to develop operating structures from the ground up: to future-proof our church's operations, to help enable the use of our buildings for mission, and to oversee the day-to-day management of the church. This is an opportunity to contribute to making a real difference in the lives of people who come into contact with CHBC.

We seek a self-motivated person, with a keen eye for detail, a can-do attitude and one who loves a challenge. You will be pastorally sensitive and have church or charity sector experience. You'll be a strong team player who will collaborate closely with the leadership team (trustees/deacons) to grow and develop in this role. Your work will include some weekends and evenings each month. The public-facing responsibilities in this role include being an ambassador for the Kingdom, reflecting the love of God to those with whom you come into contact, and providing prayer support when needed.

NOTE: We appreciate that not every applicant will initially have all the experience, skills or knowledge we deem essential and so are open to applications where a couple of areas of training may be required. We are also committed to supporting any incoming candidate to take on the various areas of responsibility via a tiered approach, to match their competency, as well as to support their professional development.

Job title	Operations Manager
Location	Castle Hill Baptist Church, Warwick, CV34 4EX
Hours of work	<p>Up to 22.5 hours per week, with some flexibility over days according to the needs of the role. Two Sunday mornings plus occasional Thursday evening meetings will make up part of your paid time each month.</p> <p>We are open to exploring various permutations with the right candidate including:</p> <ul style="list-style-type: none"> - Term-time only + 2 weeks (pro rata) in the summer holidays. - Home working for some of the time. <p>The minimum hours must cover the core responsibilities laid out. Please indicate your preference in your application.</p>
Holidays	25 days, plus bank holidays, per year (pro rata)
Salary	Up to £30,000 pro rata (dependent on experience) with pension contribution and legitimate expenses reimbursed.
Contract	There will be a six month probationary period.
Pre-requisites	<ul style="list-style-type: none"> - It's an occupational requirement for the post holder to be a practising Christian and to be in agreement with the Baptist Union's Declaration of Principle under Schedule 9 of the Equality Act 2010 (see our ethos statement on https://warwickbaptists.org.uk/work-with-us). - Enhanced DBS check - Eligibility to live and work in the UK - Successful references
Reporting to	Church Secretary or Pastor

Person Specification:

	Essential	Desirable
Character	<p>A committed Christian who supports the vision, values and ethos of CHBC</p> <p>Well-organised, pro-active, clear thinking manager, with a can-do attitude</p> <p>Trustworthy, confidential and reliable</p> <p>A well organised manager who can take the initiative and work effectively with others</p> <p>Relational, with strong emotional intelligence in building good connections with colleagues, volunteers and church members</p> <p>Desire to learn and grow personally, and to journey with the church</p> <p>Flexible and innovative, able to adapt to change and challenge</p>	
Experience	<p>Experience in an administrative/management role</p> <p>Developing/leading projects, including those which deliver change</p> <p>Working autonomously, and as part of a team, gaining consensus, involving and motivating others to achieve great results within agreed timescales</p> <p>Ability to understand and ensure all CHBC policies and procedures are implemented</p> <p>Ability to supervise paid staff</p>	<p>Serving in a similar church or charity sector role (not necessarily paid)</p> <p>Liaising with suppliers to specify & purchase equipment/ consumables to required spec, within budget and to deadline</p> <p>Management of a budget</p>

	Essential	Desirable
Skills and knowledge	<p>Confident user of relevant IT with some design skills and an ability to learn</p> <p>Excellent interpersonal and communication skills (written, listening and oral)</p> <p>Able to take initiative and problem solve, taking a 'hands-on approach' as required</p> <p>Efficient, productive and pro-active</p> <p>Ability to work flexibly to ensure the effective operation of the church, including some evening work at regular meetings.</p> <p>High level of organisation, attention to detail and passionate about quality</p>	<p>Able to set up / manage projection equipment; advanced skills on social media and website development; knowledge of Wordpress, Church Suite, Canva, G-Suite</p> <p>Knowledge and understanding of safeguarding good practice and processes</p> <p>Developing and equipping volunteers</p> <p>Experience writing policies and user-friendly procedures to comply with law/guidance and/or formal funding applications</p> <p>Understanding of the Baptist way of life</p> <p>Knowledge of GDPR policies and procedures</p> <p>Knowledge of health and safety requirements and regulatory inspections for buildings</p> <p>Knowledge of HR policies and procedures</p>
Other	<p>Clear enhanced DBS check (<i>carried out prior to starting employment</i>)</p> <p>Eligible to live and work in the UK</p>	<p>L2 safeguarding training (<i>required as part of induction</i>)</p> <p>Driving licence</p>

Job Purpose

To work in close collaboration with the leadership team, taking responsibility to ensure all aspects of the church's operations are carried out appropriately, including developing and implementing processes and systems to ensure good governance, effective risk management, human resource development and effective internal and external communication. To develop the use and environment of our buildings. To line manage other administrative employees/volunteers, as well as be public-facing as the first point of contact for some callers and other businesses/organisations.

Principal Areas of Responsibilities

1. Operation and planning
2. Administration and support functions
3. Governance and compliance to support the Church Secretary
4. Communications and promotion
5. Facilities management
6. Human resources & volunteer policies

Key Responsibilities

Under each of these sections, some areas will be more developed than others within the life of the church. We seek someone who is willing to journey with us to structure the church in such a way as to bring this level of oversight into fruition.

1. Operation and planning

- Regularly meet with the Pastor (and potentially other leaders) to discuss the implementation of the church's strategy to enable the mission and vision of the church, and to pray together.
- Provide project management support to ensure the effective implementation of the church's plans.
- Support the Secretary, Treasurer and Chair in the preparation of leadership (diaconate) and Members' meetings, attend these meetings as required, and take minutes at the leadership meeting.

2. Administration and support functions

- Provide leadership to those working within the administrative structures, offering support and occasional cover, if necessary.
- Regularly review and, as necessary, revise/develop effective operational systems for the smooth running of church life. Ensure church records are filed and maintained accessibly and securely, including ensuring the effective use of G-Suite, Church Suite and church website.
- Work with the Church Secretary in drawing up rotas.
- Coordinate the Annual Report and Accounts, including writing specific sections.
- Oversee the diary of the church, including management of Zoom.
- Review and coordinate the purchase of all goods and services, including insurance, to ensure cost effectiveness.
- Liaise with contractors and those making general enquiries, as required.
- Attend Sunday worship twice a month (includes some paid time) to develop relationships and gather information to effectively carry out this role.
- Ensure all the administrative functions of the church are fulfilled appropriately.

3. Governance and compliance

- Support the Church Secretary in ensuring the church is legally compliant in all areas, including health and safety, employment law, risk management, data protection, safeguarding, insurance, and licensing, either by leading or liaising with those already working in these areas. Ensure the appropriate policies, processes, systems and training are in place, being documented, implemented effectively and regularly reviewed.
- Keep abreast of new and changing legislation, policies and guidance that might affect the church from the Charity Commission, the Baptist Union of Great Britain (BUGB) or other statutory bodies, ensuring these are brought to the attention of the leadership team and appropriate action is taken. Work with the leaders to implement any new changes/systems that may be needed.
- Support the Church Secretary in ensuring the submission of returns and other official reporting to external organisations, such as BUGB Annual Returns, Charity Commission Annual Report and Accounts.

4. Communications and promotion

- Help promote the church in a positive way that reflects the love of Christ for all people — to the church family and the wider community.

- Oversee communications within the church: the weekly 'CHBC News' e-letter, the timely and accurate forming of rotas, children and youth work registers and essential information, and the communication of this information in appropriate ways.
- Manage and produce the fellowship booklet.
- Oversee the processing of general emails and post.
- Ensure consistent church branding in all forms of communication and support end users in accessing updated versions in appropriate formats. Ensure all signage and external displays are visible, legible and reflect the clear message we want to convey.
- Develop our ability to communicate well with those with specific disability needs.
- Develop our presence within the town through the many forms of media and local organisations available to us.
- Develop external communications, including the CHBC website and social media pages.
- Ensure visual displays are kept up to date, with appropriate signposting to charities/helps outside of the church (e.g., addiction support, food bank, mental health services), supporting those who need guidance in these areas.

5. Facilities management

- With the Property Team, ensure all the facilities are legally compliant, safe and fit for purpose.
- Oversee the implementation of an effective, efficient and welcoming service that reflects the churches ethos to all users so that, as far as is possible, all groups have a good experience.
- Ensure the buildings are in a clean and well presented condition for all users of the premises.
- Manage or oversee:
 - the use of the buildings and facilities, including the heating system;
 - any bookings for external and member events;
 - the rental of the Smith Street flat and Gerrard Street flat.
- Work with the leadership to develop our strategy for the use of our buildings in line with our mission and ethos, helping to increase our income.
- Manage the IT and telecoms functions and general office maintenance.
- Ensure the key holder and alarm code register are maintained.

6. Human resources & volunteer policies

- Help maintain a positive, Jesus-centred work environment.
- Line manage any volunteers working within the administration of the church.
- Formulate and review policies and procedures for staff and volunteers, conducting risk assessments as required, and advising on new areas of development inline with up to date legislation and best practice.
- Work with group leaders to develop/update simple role descriptions and volunteer agreements for different areas of service within the life of the church in line with best practice. Develop a system for the promotion of roles and access to this information.
- Ensure all staff and volunteers understand the policies and procedures and know how to apply them appropriately to help develop their potential and the potential of our teams.
- Advise the leadership by identifying training needs within the church, and develop, or commission, training programmes to meet those needs, promoting them effectively.
- Work with team leaders to be a point of contact for volunteers within the church, 'sign-posting' to others or providing advice for any problems or concerns that may arise.
- In coordination with the Employment Group and Finance Team, maintain staff records (contracts, offer letters, salary, leave, sickness etc.) and oversee HR tasks including, but not limited to, managing pension plans, payroll, annual leave and employee inductions.

- Be willing to offer spiritual support to members or callers in cases of urgent need. Be willing to speak about faith in an appropriate manner. Take part in the prayer life of the church and lead devotions, as required.

This job description is subject to regular review and development as is required by the role.

ABOUT US

CHBC is a church in the centre of Warwick with a membership of 74, a wider congregation of 120, with further reach through our community groups. We are a relaxed and welcoming evangelical church, passionate about introducing others to Jesus, particularly children and young people, and stepping out as 'beacons of hope' wherever God sends us. A range of meetings and activities take place across the month in addition to our main Sunday morning worship. We partner with other churches to provide Foodbank and debt counselling services.

As a Baptist church, we operate a congregational model of governance (Members' meetings). From our Members, a group of deacons is elected to represent, discern direction (in partnership with the Members), lead and support the fellowship in presenting the gospel and God's Word to the wider community, acting as legal stewards.

The church is committed to developing its work with young people, partnering with Thrive Youth Ministry. We also take seriously our responsibility for creation care by working in association with A Rochá's Eco Church project.

Paid roles in the church (in addition to this one) comprise the Pastor (Rev Kevin Johnson) and a part time finance assistant.

Our mission

To grow followers of Jesus, who make followers,
transforming lives with the good news of Jesus.

Our vision

To be a beacon of hope in Warwick and beyond.

There is much potential to develop the use of our buildings, both by supporting the groups already using them as well as attracting new users. We currently have a modern church building with several rooms and a fully-fitted café space. Down the road we have an older large hall with some rooms. We also have two flats—one above our café and the other in a flat adjoining the hall.

For more about what happens at CHBC, see our website: <https://warwickbaptists.org.uk>