



St Bartholomew's
Edgbaston

THE OLD CHURCH

Operations Manager Job Description and Person Specification

Employed by: St Bartholomew's, Edgbaston PCC

Work base: Home

Type of contract: 2 year fixed term (subject to satisfactory completion of initial 6 month probationary period)

Hours: 21 hours / week (0.56 FTE), worked flexibly

Salary: £32,000 pro rata = £17,920 per annum

Pension: 3% employer contribution

Annual leave: 14 days + bank holidays

Purpose of appointment:

To oversee the administrative and operational systems of St Bartholomew's, Edgbaston, in support of its life and growth: creating new operational systems that serve the church's strategic vision, developing the church office as an efficient and welcoming internal and external communications hub, and coordinating the church's volunteer teams in their service of the church and its mission.

Primary relationships:

During the church's interregnum

- to be directly responsible on a day-to-day basis to Rev Charlie Butler, curate.
- to play a full role as a member of the church's interim leadership team, sharing in the team's responsibility to set the church's overall direction throughout the interregnum.
- to be a first point of contact for members of the church family and parish who have queries about church life.
- to support lay leaders who undertake specific administrative duties.
- to liaise with deanery and diocesan administrative officials as required.

We envisage the operations manager role developing further under the leadership of a new vicar, who will take over line management responsibility, and who, we expect, will also develop leadership structures appropriate to the church's life when they take up their post.

Main responsibilities:

- To develop **operational systems to support the church's regular activities**, including weekly administration (including Sunday services), advance planning, legislative compliance, and volunteer management.
- To provide **operational support for new ministries** as the church grows, contributing to planning for church growth as a full member of the church's interim leadership team.

- To develop and maintain a **calendar for all activities across the church's life**, contributing to the leadership team's year-round planning, managing events bookings, liaising with lay leaders regarding buildings lettings, and triggering appropriate action reminders for church leaders and members.
- To be responsible for the **church office's reception function**, offering a friendly face and welcome, responding to queries promptly and efficiently, and passing on information to others as appropriate.
- To oversee the **maintenance of church facilities and equipment**, including St Monica's Room and the church yard, working with the PCC Buildings Subcommittee to develop these spaces to serve the church's mission.
- To manage the **church's internal and external communications**, working with the PCC Communications Subcommittee to develop a communications strategy that serves the church's mission.

Person specification

- A practising Christian, willing to become a worshipping member of St Bartholomew's, and to work within its authority structures. There is a genuine occupational requirement that the post-holder is a practising Christian in accordance with the Equality Act 2010
- Experience of translating vision into strategy and action
- Experience of organisational operations and/or administration
- A person of honesty, enthusiasm, integrity and reliability
- Strong interpersonal skills, warm and empathetic, with a good ability to communicate in a range of contexts and listen well
- A problem solver with an ability to seek God's wisdom in difficult situations
- Able to work on own initiative but also to be a servant-hearted team player
- Willingness to learn, receive training and be flexible to new situations
- Resilience and good humour
- A good understanding of health and safety, safeguarding and HR legislation
- A good understanding of churches, charities and their legal responsibilities
- Good IT skills and confidence with technology, including Church Management Software

An enhanced DBS will be required for the post-holder.

Application process

If you are interested in applying for this role, please request an application form by emailing Charlie Butler, charlie@edgbaston.church.

Completed application forms should be returned by email to charlie@edgbaston.church, or by post to St Bartholomew's Church Office, 1b Arthur Road, Edgbaston, B15 2UL.

Application deadline: Friday 1st July

Interview date: TBC

Start date: subject to negotiation