



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: Permanent

Hours: 15 hours / week (0.4 FTE), worked flexibly

Salary: £33,000–38,000 pro rata (depending on experience) = £13,200–15,200 per annum

Pension: 3% employer contribution

Annual leave: 11 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: maintaining and developing operational systems that serve the church's strategic vision, managing 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.

Main responsibilities:

Ministry Logistics & Support

- To manage the administrative requirements for Sunday services, including the preparation of service sheets and digital resources.
- To coordinate and oversee all ministry rotas, ensuring service-based roles are adequately filled to support the church's regular activities.
- To provide early-stage operational and administrative support for new ministry initiatives, helping to resource and establish emerging areas of church life.

Volunteer Management

- To coordinate the church's volunteer teams in their service of the church and its mission, fostering a culture of service that contributes to the life and growth of St Bartholomew's.
- To lead the recruitment and onboarding of all volunteers, ensuring full compliance with the Church of England's Safer Recruitment processes.
- To work with ministry teams and volunteers on the planning and resourcing of large-scale events and outreach activities, providing operational support as required.

Internal & External Communications

- To develop a coherent plan for communication across the variety of channels used by the church, aligned with the vision and priorities of the church's leadership.

- To oversee the church's digital presence, maintaining the website and social media channels as effective communication hubs for the parish.
- To manage the production of physical communication materials, including the design and distribution of invitation cards, terms cards, and welcome literature, and to support the ongoing production of *The Edgbastonian* church magazine.

Church Calendar Management

- To maintain the church calendar in alignment with key priorities developed with the vicar and leadership team.
- To co-ordinate forward planning for the church's year-round activities.

Reception & Office Function

- To share (with the hospitality & facilities manager) in the provision of the church office's reception function, serving as a friendly first point of contact and responding to enquiries promptly.
- To support the parish's responsibilities in the area of data protection and information governance, maintaining good practice in the handling of church records and personal data.

Primary relationships:

- Directly responsible on a day-to-day basis to Rev Charlie Butler, vicar.
- Regular (~fortnightly) meetings with the wider staff team for review and planning.
- Potential for line management of other staff members as the team develops.
- Regular liaison with the PCC treasurer on operational finance matters.
- A first point of contact for members of the church and parish who have queries about church life and activities.

Person specification

Professional competencies

- Experience of organisational operations and/or administration
- Experience of translating vision into strategy and action
- Good IT skills and confidence with technology, including Church Management Software
- A good understanding of health and safety, and HR legislation
- A commitment to the safeguarding of children, young people and vulnerable adults
- A good understanding of churches, charities, and their legal responsibilities
- Ability to work on own initiative and to manage competing priorities
- Willingness to learn, receive training, and be flexible to new situations

Personal qualities

- 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.
- 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
- Servant-hearted and a genuine team player
- Resilience and good humour

St Bartholomew's, Edgbaston PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS check. The person appointed will be expected to comply with national Safeguarding Guidance and Codes of Practice, and will be required to attend relevant safeguarding training as determined by the role's responsibilities.

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 2UW.

Application deadline: Tuesday 23rd June.

Shortlisted candidates will be contacted to arrange a convenient interview time.

Start date: subject to negotiation.