

PARISH OF KINGSWINFORD ST MARY
Incorporating St Mary's Church, Kingswinford and
Church of the Ascension, Wall Heath

JOB DESCRIPTION

Title:	Operations Manager
Responsible to:	PCC
Line Manager:	Incumbent
Hours of work:	37.5 hours. This role will involve some evening and weekend working as part of your normal hours so flexibility in working outside normal office hours will be essential. This is a 3-year, fixed term post.
Leave: [OBJ]	25 days per annum + statutory days.
Location: [OBJ]	Predominantly with the Parish of Kingswinford St Mary and home working.
Salary:	£31,294 + pension.

Background

We have recently been successful in securing funding for this position from the national church and this marks an exciting stage in our journey to make sure our buildings are fit for purpose for many years to come. St Mary's is an important medieval building and draws many people to it for worship and also historical reasons and currently has an unopened medieval crypt which we would love get open. The Church of the Ascension is at the heart of village life in the centre of Wall Heath and is excited about making itself as eco friendly as it can and be a thriving community location for many years to come. If this excites you then this could well be the job for you.

The Operations Manager's work will underpin much of the work and ministry of the parish. It is therefore expected that you will attend various church committees when necessary.

Job Summary:

We are looking for someone with proven operational, strategic planning and administrative skills who will:

- Oversee our daily operations
- manage multiple projects, at a fast pace;
- have experience of writing large scale grant applications

Working Hours

Main Duties and responsibilities

Fabric

- Oversee the smooth running and management of the parish buildings (two churches and two church halls) and any future buildings.
- Oversee contracts related to the daily operations of the churches and halls.
- Ensure the buildings are fit for everyday daily operations and every event.
- Ensure the parish meets all the necessary standards for public buildings.
- Draft faculty applications as, and when, required.

Grants funding and policies

- Develop, write, submit and monitor grant applications.
- To develop and lead on parish policies (excluding safeguarding) which will include but not limited to health and safety, risk assessments and data protection.

Other

- Support the ministry team in the recruitment and training of volunteers and paid employees.
- Undertake relevant training and development pertaining to the role.

Person Specification

Experience

You will have:

- Proven operational, strategic planning and administrative experience.
- Experience in managing multiple tasks and projects with some experience of building projects.
- Experience of writing and evaluating large scale grant applications.

Skills and abilities

You will have:

- Strong leadership and management skills with the ability to motivate and inspire a team.
- Excellent communication and interpersonal skills.
- Proficiency in problem-solving and decision-making.
- Attention to detail and strong organisational skills.
- Excellent IT skills

Personal Attributes

You will be:

- Highly motivated, adaptable and able to thrive in a fast-paced environment.
- Collaborative team player with the ability to work effectively with a variety of people including volunteers.
- In sympathy with, and with an understanding of, the Vision, Mission, Values and Objectives of the Church of England.
- Ideally, you will have experience of, or a good understanding of, working within a church setting.

Additional Requirements:

- Willingness and availability to work some evenings and weekends – flexibility to work outside normal office hours is essential.

We are an organisation that takes Safeguarding very seriously and the PCC will adhere to the PCC Safer Recruitment policy for this appointment.