

Job Description	
Job Title	Operations Manager
Remuneration	£27,500 - £30,000 pro-rata (based on 35-hour week). Auto-enrolment into the NEST pension scheme with 3% employer contribution.
Holidays	25 days per annum plus public holidays
Duration	A two year fixed term contract ¹
Hours	20 hours per week, including some evening/weekend working. Flexible working hours whenever possible.
Location	Emmanuel Baptist Church, Western Terrace, Falmouth, Cornwall TR11 4QJ Some home working may be possible.
Reports to	Church Elders
Line Management Responsibilities	Up to 4 staff

About the role
<p>This is a senior role with significant responsibilities that cover most of the daily operations of church life. The Operations Manager will support the Minister and Elders in the vision-setting process by providing strategies and procedures that will give life and shape to that vision. As we seek to fulfil all that God has planned for us over the coming years, this role will be key in the life of Emmanuel Baptist Church.</p> <p>This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.</p>

Key Responsibilities
<p>Translating vision into reality - The primary focus of the Operations Manager is to take the vision of the church and to bring together all the resources available to bring it to fruition; enabling the church to move from vision to plan to achievement.</p> <p>Continuous Improvement - making change happen effectively and efficiently so that the church can grow.</p> <p>People Management – of a small staff team and responsibility for a wider network of volunteers; the key to driving progress in all aspects of church life.</p> <p>Coordination – of people, plans and events; always ensuring links back to the outworking of the church vision and underpinning plans.</p> <p>Provide practical and relational support to the Church Minister and wider leadership team; freeing up their time to provide pastoral support and church growth. Holding relationships with key groups including, pastoral, property team, Falmouth and Penryn Churches Together, other community groups and the Baptist Union.</p>

¹ Extension of contract beyond two years will depend on an evaluation of our future requirements

Key Tasks**General legal compliance:**

- To keep up to date with any legislative changes that will affect the running of the church and ensure these are followed through by the relevant person.
- To be responsible, in partnership with the Elders and Deacons, to ensure that all policies and procedures are kept up to date and staff are appropriately trained.

Human Resources

- To oversee and assist with the recruitment and induction of new staff.
- To create and issue contracts, voluntary agreements, and job descriptions to staff/volunteers.
- To administer leave, including the process of parental leave such a maternity and paternity leave
- To organise relevant training for staff and volunteers
- To be responsible for the day-to-day management of staff, including the provision of direction and support.

Church Members Meeting

- Work with Minister & Elders to produce the Church Members Meeting Agenda and supporting information
- Ensure points from meeting are actioned by relevant leaders/volunteers

Systems

- Develop new, administrative systems within the church office supported by the Church Administrator.
- IT Systems – Oversee the development and implementation of the Church Suite database, to see that Data Regulations are well-applied, and that the systems achieve their potential.
- Manage IT systems

Communications

- Continue to develop our communications strategy – internal and external
- Oversee the maintenance of our website in conjunction with communications team.

Health and Safety

- Update the Health and Safety policy annually in consultation with the Property Deacon and Elders
- Review, in conjunction with relevant Deacon, risk assessments for all areas of church
- Ensure all legislative checks are complied with.

Building & facilities

- Oversee all building projects
- Oversee key service contracts
- Keep insurance policies updated and fully compliant in conjunction with the Treasurer
- Manage utilities including gas, water, electricity etc in conjunction with the Treasurer
- Oversee church storage

Key Tasks continued**Safeguarding**

- Keep up to date with knowledge of Safeguarding legislation and best practice, including attending appropriate courses.
- Maintain and update the Safeguarding Policy in conjunction with the Safeguarding Officer
- Ensure that the safeguarding policy is implemented and promoted
- In conjunction with Elders, Deacons and Safeguarding Officer ensure all staff and volunteers are familiar with, and adhere to the Safeguarding Policy
- Maintain a list of all volunteers who are involved in work with children, young adults and vulnerable adults
- Ensure that relevant staff and volunteers are trained in relation to safeguarding

Data Protection

- Ensure the Data Protection Policy is up to date and provide training to relevant staff and volunteers.
- Mitigate risk of and responding to any data breaches
- Be the first point of contact for the Information Commissioners Office (ICO)