

## Operations Manager Advert

St John's Hartley Wintney, a growing New Wine church in North East Hampshire is seeking to appoint a part time enthusiastic **Operations Manager** to join our team to ensure that the smooth running of the church and church centre environments.

This is a wide ranging role ensuring the buildings are safe and effective and as efficient as possible and also involves managing a large proportion of the Churches expenditure. The role reports to the Vicar and is part of the Staff team.

The church centre is used 7 days a week with rooms hired out to community activities and a busy coffee shop 6 mornings a week, with regular services, in the church including weddings and funerals, during the week and at weekends.

Main responsibilities include:

- 1) Support the Clergy, Staff Team and Wardens in their ministries, being an active member of the team and ensuring the smooth running of the Church operation and activities.
- 2) Ensure the building and grounds are kept in good order and maintained well, engaging and overseeing necessary work
- 3) Maintaining formal building records
- 4) Ensure that we comply with Health and Safety standards
- 5) Recruit and equip volunteers to assist with building and grounds maintenance
- 6) Ensure IT systems, telephone and Website are all properly maintained and provide IT and related support to the team.

We are looking for someone who:-

- o Loves Jesus and loves the Church
- o Has good people skills
- o Has relevant management experience and understands the requirements of a facility that is open to the public.
- o Is used to careful and wise management of significant budgets
- o Works well as part of a team
- o Is an enabler and equipper of others, and can show an aptitude for building and nurturing teams of volunteers
- o Has good administrative skills, IT literacy and preferably experience with Office 365 and Church Suite

### The Parish of St John's Hartley Wintney

Fleet Road, Hartley Wintney, Hook, Hampshire. RG278ED | Registered Charity No: 1130172

T: 01252842215 | E: office@stjohnshw.org.uk | stjohnshw.org.uk

This is a part time role of approximately 25 hours per week (core hours Monday – Thursday mornings) and there will be a requirement for some out of hours work in line with the activities in the building. Part time salary in the range of £22,000 - £25,000 pa depending on experience and hours.

### **How to apply**

Please contact Lisa Walker for an application form and a formal JD on [lisa.walker@stjohnshw.org.uk](mailto:lisa.walker@stjohnshw.org.uk) or to arrange an informal conversation with Church Warden Justin Hooper on [Justin.hooper@stjohnshw.org.uk](mailto:Justin.hooper@stjohnshw.org.uk)

Closing date end 5<sup>th</sup> May 2025, interviews w/c 12<sup>th</sup> May 2025

<https://stjohnshw.org.uk/vacancies>

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## VISION & VALUES

As a church we long to see everyone know the fullness of God's love in Jesus through our welcome, worship, work, and witness. Based on Jesus 'words in John 10:10 'I have come that they may have life and have it to the full'.

### Grace-full

**because we have received mercy, we . . .**

Know Jesus as our friend and saviour  
Love, forgive and seek to be reconciled to each other  
Reach out to love and serve our community

### Thank-full

**for God's goodness, we . . .**

Give of our first and best to God through our finances, time and gifts  
Share our faith courageously and lovingly  
Practise generous hospitality

### Faith-full

**to God in all of our lives, we . . .**

Trust the Bible as the word of God and apply it to our lives  
Seek God in prayer and to be filled by the Holy Spirit  
Grow as disciples in loving and supportive small groups

### Joy-full

**in all circumstances, we . . .**

Join together in wholehearted worship  
Recognise God's presence in good times and in bad  
Celebrate belonging together as a diverse multi-generational family

### Hope-full

**for the future, we . . .**

Expectantly wait for signs, miracles and kingdom growth  
Are certain that nothing separates us from God's love  
Can be confident in the promise of eternal life

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grace-full thank-full faith-full joy-full hope-full