

Job Description - Operations Manager

Scope: St John's Church and Church Centre.

Budget: c£70k

Reports to: The vicar

Part time: 20-25 hours a week

Purpose

Ensure that the smooth running of the church and church centre environment to support the vision and ministry of St John's Church .

Context

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.

Key Responsibilities

- 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.
 - a. Provide practical and planning support for services, events and customers (both internal and external), including occasional out-of-hours.
 - b. Providing support to the Bookings manager, Kitchen manager and Coffee shop team (all volunteers)
 - c. Ensure effective collaboration across the users and teams that use the Church premises.

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

- 2) Ensure Building and grounds are kept in good order and maintained to a good standard
 - a. Initiate and manage ongoing repairs and maintenance engaging and overseeing necessary work
 - b. Scope out improvements and put proposals to PCC
 - c. Ensure the internal and external spaces are clean and safe
 - d. Manage regular contracts for; Cleaning, Pests, Fire, Security, equipment servicing etc
 - e. Review contracts to ensure effectiveness, engaging new or additional contractors as necessary, ensuring effectiveness and value for money.
 - f. Carry out small repairs and maintenance items
 - g. Line manage a caretaker if appointed (see below)

- 3) Maintaining formal building records
 - a. Manage the Maintenance and the Utilities Budget, assisting the finance team with forecasts as requested
 - b. Manage Utilities contracts and manage utilities costs ensuring accurate billing and continuity of supply.
 - c. Ensure appropriate record keeping including Terrier and Log Book
 - d. Ensure Buildings use Policies and Procedures are up to date and disseminated

- 4) Ensure compliance with Health and safety standards
 - a. Ensure the building is a safe environment
 - b. Ensure on site First Aid equipment and staff training is up to date
 - c. Ensure Policies and procedure are in place and tested
 - d. Carry out Risk Assessments for internal events and assist customers with their own Risk Assessments
 - e. Ensure Contractors are managed whilst on site to ensure safety of building users.

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- 5) Volunteer management
 - a. Recruit and equip volunteers to assist with building and grounds maintenance
 - b. Assist with basic training courses - Health and Safety, First Aid , face to face Safeguarding and Food Hygiene
- 6) Ensure IT systems, Phone and Website are all properly maintained
 - a. Provide IT and related support on–ChurchSuite, Office 365, phones, security, building management system, etc

Skills Knowledge and Experience

- Has relevant management experience and understands the requirements of a facility that is open to the public.
- Has experience of careful and wise management of significant budgets
- Works well as part of a team, can evidence collaborative working with colleagues, and has awareness of how a large church operates
- Is an enabler and equipper of others, and can show an aptitude for building and nurturing teams of volunteers
- Has good administrative skills, IT literacy and preferably experience with Office 365 and Church Suite

Person Specification

- Loves Jesus, loves the Church and wants to do their part in growing the kingdom here
- Has good people skills and is able to deal calmly and in a caring way with all members of the community
- Willing to pitch in and help, has a can do attitude

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This is a part time role of approximately 25 hours with a salary in the range of £22,000 - £25,000 pa depending on experience and hours, attracting 25 days leave per annum pro rata and an employers pension contribution of 6%. Core working days are Monday to Thursday mornings with a requirement for out of hours working from time to time in line with the activities of the building.

A caretaker role is also being offered and there is a possibility of combining the roles if a candidate has the inclination.

How to apply

To arrange an informal conversation with the Church Warden Justin Hooper email Justin.hooper@stjohnshw.org.uk. Please apply by sending a CV and letter of application to Lisa Walker on lisa.walker@stjohnshw.org.uk.

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