



**St Mark's Church, Holbrook**  
Knowing Christ and making Him known

## **NEW OPPORTUNITY – OPERATIONS MANAGER**

### **Overview**

Working closely with the Vicar and Leadership Team, the Operations Manager will oversee and facilitate the smooth running of our regular and one-off church events throughout the year. The Operations Manager will have oversight of the church office, and will be the line manager for two part-time administrators. The Operations Manager will also oversee and coordinate general maintenance and repair of our church building and church hall, and the management of our church grounds.

There is a Genuine Occupational Requirement under the Equality Act 2010 that the postholder is a practising Christian, because this is a strategic church leadership position. A satisfactory DBS check will be required, once a conditional offer of employment is made to the successful candidate.

### **Personal characteristics required**

- A living, personal Christian faith; expected to be active at St Mark's Church beyond the scope of the role.
- Extremely well-organised, and a reliable self-starter.
- Able to motivate and engage with volunteers from a wide range of ages and backgrounds.
- High levels of emotional intelligence; completely trustworthy in handling sensitive and confidential information.
- A positive 'can do' attitude. Prepared to 'go the extra mile' and able to appreciate the values and ethos of a Christian charitable organisation, primarily engaged with volunteers.
- Able to flourish in a small team environment.
- Able to work happily and securely within the structures and following the practices of the Church of England, and under direct instruction from the clergy team at St Mark's.

### **Relevant skills/attributes required**

- Outstanding communication skills, especially in terms of accuracy, both written and verbal.
- Extremely good time management: able to prioritise different tasks and work productively to meet deadlines.
- Excellent administrative competence in a range of tasks, with a proven drive for efficiency.
- Competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook); experience with design software (e.g. Canva) would be an advantage.
- Experience in using organisational software tools (e.g. Churchsuite) would be an advantage, as would communicating via social media accounts and updating a website.
- Clear willingness to acquire a good knowledge of St Mark's Church, its people and its ministries.

### **Previous work experience**

- Experience in the implementation of day-to-day programmes and processes in a church, charitable organisation or corporate organisation is essential.
- Experience in project and/or event management is essential.
- Experience in managing buildings and arranging maintenance tasks is desirable.

### **Main duties and responsibilities include but may not be restricted to the following:**

- Oversee management of events and activities throughout the year.
- Develop communications via the church website and social media accounts; oversee design work for events and general church notices, ensure that all communication follows the communications policy.
- Provide visible, effective leadership of church administration.
- Have overall responsibility for the facilities management of our buildings, including managing contractors for routine maintenance and emergency repairs.
- Attend all meetings that relate to the role.

### **Working arrangements**

- Working hours: 30 hours per week, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on occasions.
- Holiday: 28 days pro rata plus 8 bank holidays pro rata.
- Salary: £33,000 to £37,000 per annum pro rata.
- Reporting: the Operations Manager will be employed by Holbrook Parochial Church Council and will report directly to the Vicar.
- Office location: St Mark's Church, St Mark's Lane, Horsham, RH12 5PU.

### **Equal Opportunities**

St Mark's Church (Holbrook PCC) is an equal opportunities employer and will seek to ensure that every applicant for a job, and every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

- religious belief, in any case where the Christian base of the work is declared and is seen clearly to require membership of or links with the Church, or sympathy with the aims of the Church; and
- offending background, in any case where the criminal record history relates to the requirements of the advertised post.