

Job Description	
Position	Operations Leader
Line Manager	Lead Minister
Hours per week	24 hrs p/w (part-time, 12 month contract in the first instance)

Primary Purpose and Scope of the Job

The Operations Leader is essential for the outworking of the strategic vision of Altrincham Baptist Church (ABC) namely to ***'Be a Disciple, Make Disciples, Reveal the Kingdom of God'*** and is key to ensuring the ethos and values of ABC are maintained across the church. To oversee the operational function of ABC in order to facilitate effective and efficient delivery of structures and systems to support the delivery of ABC's vision and programmes through the operational health of the church.

Working Relationships

Reporting directly to the Lead Minister:

- Oversee the operational functions of ABC in such a way that releases the Ministers to work within their strengths of vision, preaching, teaching, leading and pastoring.
- Oversee changes agreed by the Core Team, including facilitating the development and alignment of new ventures within the mission and overall vision of ABC

Working with the Elders by:

- Playing a key role in the Core Team by partnering with the Elders, so that all ministries can thrive and be aligned with ABC's vision, as well as values and strategies.
- Set up and maintain a Church Risk Register and manage, maintain and monitor all risks as identified

Key Tasks and Accountabilities	
Policy and procedures	<ul style="list-style-type: none"> • Oversee ABC's policy portfolio ensuring ABC and the Hub are safe places in which to work, volunteer and use, flagging up issues in a timely manner to the trustees. • To oversee and ensure all policies and procedures comply with national and local legislation and guidance. • To carry out a review of policies and procedures on a regular basis to ensure they are effective and efficient.
Administration	<ul style="list-style-type: none"> • Manage the administrative team. • Ensure that all filing, both paper and electronic, complies with national data protection guidelines. • Oversee the implementation of ChurchSuite.

Finance	<ul style="list-style-type: none"> • Work with the Church Treasurer and Trustees to support the setting of the annual budget. • Assist the Church Treasurer with retrieval and elaboration of financial records, as required.
Human Resource responsibilities <i>(responsibilities not necessarily expertise, therefore consultations with experts and others expected)</i>	<ul style="list-style-type: none"> • Line Management of church administrative and support staff, plus key volunteer staff • Coordinate recruitment processes for all staff • Coordinate induction processes for new staff and key volunteers and acquainting each new member with their work setting and the standard policies and procedures with which they must comply. • Oversee the process and recording of all staff annual leave, time off in lieu (TOIL), other absences from the office, sickness leave and lateness. • Enable staff appraisal programme.
Line management	<p>To be responsible for the line management of:</p> <ul style="list-style-type: none"> • Administrative employed staff and key volunteers • Café manager • Caretaker
Tenants	To be the first point of contact for tenant queries
Buildings	<ul style="list-style-type: none"> • Work with the Trustees, Eldership and Core Team to develop the use of both buildings in line with the church's vision of two sites one campus. • Ensure: <ul style="list-style-type: none"> - that all church facilities are managed effectively and efficiently - that there is a robust business plan in place to maximise commercial opportunities across the campus - that programmes for insurance, health and safety and maintenance programmes are fulfilled
Website, IT and communications	<p>To oversee and collaborate with key volunteers to ensure the delivery of the following:</p> <ul style="list-style-type: none"> • Website content • IT infrastructure, including hardware, software, websites and networks that are fit for purpose across the campus. • IT systems support to staff, • IT troubleshooting

Person Specification

- A committed Christian, with a personal and active relationship with Jesus Christ.
- An excellent understanding of organisation, the principles of administration, and time management, as well as being competent in the use of appropriate computer software.
- A passion for mission & discipleship and outworking of this through missional activities.
- An effective, collaborative, team leader, who is able to understand different personalities and bring the best out of the team.
- Experience of managing a team.
- Experience of being a budget holder, with a proven ability to work within budgetary constraints and to understand financial figures.
- Experience of successfully managing a number of projects, people and tasks at one time.
- Prior positions of responsibility within management/administrative organisations.
- Experience of communicating in large group, small group and one-to-one settings.

Skills/Abilities

- Confident verbal and written communication skills.
- Logical, articulate approach to work with excellent time and task management skills
- Excellent administration skills.
- Strong IT knowledge and skills.
- Ability to inspire a wide range of people to contribute to God's kingdom work.

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