

# The PCC of All Saints' Church, Sidmouth

## Operations Manager Person Specification

### Introduction

The person we are looking for will be a mature Christian with some evidence of calling to this role, with a godly character (as described in 1 Timothy 3) and displaying the spiritual gifts of administration and leadership. This is a key senior leadership position alongside the minister.

### Key Attributes

- Able to think strategically and to plan for the short, medium, and long-term.
- Able to make effective change happen efficiently so that the church can grow.
- Able to coordinate a wide variety of people and resources to achieve a positive outcome for all those involved, introducing, refining and developing systems and processes in support of the church's ministry.
- Enthusiastic, energetic, flexible, diplomatic, and able to generate and manage enthusiasm in others.
- Well organised, able to prioritise effectively, and often work under pressure to get things done to a tight timescale.

### Education/Qualification

- A degree-level qualification
- Some theological or Bible college training would be an advantage.

### Experience - Essential

- A good knowledge of organisational policies and procedures
- Experience of working at a senior level in a similar operational setting of a complex organisation.
- Experience of managing staff and volunteers

### Experience - Desirable

- Working within a church or other Christian faith-based charity or mission agency
- A working knowledge of the Church of England and its organisation and structures

### Abilities and Skills

- Skilled in team leadership and people management
- Proficient in the use of email, MSOffice, electronic filing and general web-based activities
- An expert in ChurchSuite (for which training will be provided)
- Excellent communications and networking skills

### Knowledge and Understanding

- A good level of knowledge and understanding of:
  - Faith-based organisations
  - Health and Safety in the workplace
  - Safeguarding children and vulnerable adults
  - Compliance in terms of licences and statutory legislation
  - Relevant policies & procedures
  - Managing staff and volunteers