

St Dionis Church, Parsons Green
Operations Manager



Overview

Working closely with the Partnership Director, the Operations Manager will oversee the Administrative Operator and manage much of the administrative activities that facilitate the smooth running of the one-off events and as well as the on-going processes of the Church and Church Office.

A key objective for the Operations Manager is to oversee the day-to-day church administration and manage many of the processes, releasing the Partnership Director to focus on developing oversight of the Church/CAS partnership, with its expanding vision to resource the local community and thereby enable local people to encounter the love of God.

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

- Line Manage the Administrative Operator in weekly, monthly seasonal tasks
- Oversee management of large congregational events such as the Weekend Away, Parsons Green Fair etc and large hirer events in church such as weddings, receptions and conferences.
- Manage the church website and social media accounts; create design work for events and general church notices, ensure that all communication, including 60 Seconds and Sunday notices, adheres to the communications strategy.
- Process 'middle tier' financial tasks: money to Metro bank, check and approve invoices/bills uploaded in Xero, check processed expenses for all staff on Xero.
- Coordinate the regular organisation and logistics of church ministries such as Crosslight, Foodbank, Glass Door, Safe Families, Kids Matter
- Support the Partnership Director and Associate Vicar with Space to Live events
- Attend all staff meetings that pertain to the role.

Personal characteristics required

- Extremely well-organised and a reliable self-starter.
- Able to flourish in a small team environment.
- High levels of EQ; prepared to be 'radically candid'; completely trustworthy in handling sensitive and confidential information.
- A positive 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 work happily within the authority structures of the Church of England, and under direct instruction from the Senior Leadership Team at St Dionis. They will be expected to be (or become) an active member of St Dionis church with a living, personal Christian faith.

The Office
020 7731 1900
admin@stdionis.org.uk
Registered Charity: 1132734

St Dionis Church
18A, Parsons Green
London. SW6 4UH
www.stdionis.org.uk



Relevant Skills

- Excellent administrative competence in a range of tasks, with a proven drive for efficiency.
- Extremely good time management: able to prioritise different tasks and work productively to deadlines.
- Outstanding communication skills, especially in terms of accuracy, both written and verbal.
- Highly competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook) with the confidence to use a web-based content management system (training provided if needed).
- Experience with design software (eg Canva).
- Experience in using ChurchSuite and accounting software (eg Xero) would be an advantage.

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.
- Financial knowledge and a good grasp of accounting principles would be an advantage.

Working arrangements

- Working hours: 37.5 hours per week, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on specific occasions.
- Contract length to be negotiated.
- Holiday: 30 days pa.
- Salary: £27K pa.
- Reporting: The Operations Manager will be employed by the Parochial Church Council and will report directly to the Partnership Director.
- Office Location: The Church Office, 18a, Parsons Green, SW6 4UH.

Equal Opportunities

St Dionis 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 post.

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