



OPERATIONS MANAGER

Christ Church Central Sheffield

Christ Church Central a growing Anglican evangelical church in the heart of Sheffield and a member of the Anglican Mission in England. As a church for people who don't go to church we seek to take the gospel of our Lord Jesus Christ to those who don't yet know him. We have a broad demographic. To facilitate further growth, we are seeking an Operations Manager to join our leadership team.

RESPONSIBILITIES

- Day to day management and administration of activities on Sundays and through the week to ensure the church runs smoothly and efficiently.
- Communications, both internal and external including first point of contact for wider community.
- Management of volunteers: Recruiting, delegating and supporting key volunteers who manage, for example, the church's buildings, caretaking, housekeeping, website, publicity and marketing.
- Project management, for example, church weekends, building projects, conferences, carol services and outreach events. [JV – could come under management of volunteers, but still needs to be the “owner” of these]
- Management of church's assets and buildings including maintenance and development of third party usage and rentals [JV – could be a bigger Buildings manager role plus see previous email re Events Manager]
- Leadership: - Membership of the Church Oversight and Leadership Teams.
 - Line management of Ministry Trainees in their practical duties.
 - Day to day oversight of the Financial Assistant
- Developing and managing policies and procedures to underpin church life, support good governance and meet legal, regulatory and charities commission requirements

REQUIREMENTS

- Faith: a Christian who submits to the authority of God's word and is in agreement with the church's mission, vision and values (see www.cccen.co.uk).
- Character: love, patience, integrity, confidentiality and a commitment to developing others.
- Skills: independent self-starter, excellent interpersonal skills, organised, efficient and effective, good attention to detail, deliver on commitments, good judgement and strong communicator.
- Experience: Managing and leading teams, information technology, social and other media, familiarity with finance, property management is desirable.

OTHER INFORMATION

- There is an occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010.
- The post is for 35 hours per week. Reduced or part-time hours may also be available.
- Salary: £21,735. Pension and leave details to be agreed.
- Applications by Friday 25th June 2021. Interviews to be conducted in the summer with a view to starting as soon as possible.
- Subject to a basic DBS check.

APPLICATIONS

- For further details and a full Job Description visit www.cccen.co.uk/jobs
- To apply, send your CV and a covering letter to trdavies@cccen.co.uk.
- Please cover why you are suitable for the role and include a brief Christian testimony and three referees including your current minister