



COWLEY ST JOHN
TWO CHURCHES
ONE COMMUNITY

Cowley St John Parish

OPERATIONS MANAGER

28-32 hours/week

To work closely with the Vicar to ensure the smooth running of the Parish, dealing with a wide variety of tasks. Candidates should be warm, proactive, organised, efficient, and keen to solve problems. Strong administration and people skills are required, with the ability to take on some significant responsibilities and oversee others.

**28-32 hours per week; must include Mondays and/or Fridays
Payment in the range of £13-13.50/hour**

**Please apply to the Vicar, philipsj68@gmail.com,
with a CV and covering letter.**

**Closing date for applications: 3rd December 2017
Interviews: 11 December 2017**

Person Specification

Essential

- Excellent people & communication skills
- Excellent administrative and organisational skills: accurate and speedy
- Can work independently, consultatively, & prioritise
- Excellent IT skills: Microsoft Word, online Calendars, Wordpress,
- Willing to undertake a variety of task levels
- Confidentiality: Awareness & absolute discretion
- Inclination to engage the diversity in our church & local community
- Ability to prepare invoices, request and interpret contracts and to oversee responsibilities ranging from book-keeping to building work

Desirable

- Practicing Christian, or sympathetic to the spiritual aims of the parish
- Experience in preparing grant applications

Job Description

To provide initiative, communications, management and administrative support to the Parish during the Link project (renovation and reordering of the church).

Responsible to the Vicar.

Principal tasks *we have provided concrete examples for clarity.*

Strategic

- Take responsibility and initiative in the Link Project, that will secure funding to reorder and significantly rebuild the church building, interfacing appreciatively with parish, diocesan, and community actors so the process itself contributes positively to church-community relationships.
- Manage all parish administration to a high standard, interfacing in a nurturing, appreciative and clear manner with paid and volunteer staff (cleaners, building contractors, and many volunteers).
- Design or improve parish systems (for, e.g.: human resources, fabric maintenance, and parish communications overview).

Communication and Publishing

- Strategically update and creatively extend the parish website and Facebook, including special services and the parish newsletter (training is available if required)
- Advertise the Church Halls and other facilities
- Advertise all church services & events in appropriate social and print media
- Assemble and email the parish e-bulletin, and post online; grow email database

Buildings and Properties

- Assemble Insurance claims, faculty applications and grant materials as required for the Link project
- Coordinate bookings for both Church Halls and for the Churches, including key issuance and communication with both long-standing renters, one-off and new enquiries. This also includes weekly visits to properties
- Coordinate with agent re: parish property lettings
- Oversee competitive bidding process for contract renewal of estate agents

Administrative

- Occasionally take minutes of meetings and circulate to appropriate actors.
- Maintain parish photocopier & office equipment, and submit orders for all materials
- Child protection administration supporting parish Child Protection Officer when needed.
- With the Vicar, prepare and circulate documents such as the PCC agenda and Annual Report

Management

- Interface with parish, diocesan, and community actors for the Link project
- Support volunteers, coordinate official gratitude, and keep volunteer databases

- Manage work to a high standard in a nurturing, appreciative yet clear manner from paid and volunteer staff (cleaners, building contractors, and volunteers)

Financial

- Oversee and when necessary procure vacation cover for the parish book-keeper, whose responsibilities include: data entry of weekly financial information, maintaining paper records, payment of invoices, bank reconciliations, annual statistics return, production of financial statements for meetings and liaison with Finance Committee and Parish Treasurer.

Place of work: St Mary & John's Church, Cowley Road Oxford

Hours: 30-32 per week. Some scope for flexibility: e.g. some work from home, possibility of children being occasionally parent-supervised in the workspace.

Contract, payment, etc.

Contract is a fixed term three-year contract at £13-£13.50 per hour or as agreed, with a six month probation period.