**Operations Manager: Job description**

**Post/Title:** Operations Manager

**Employer:** Grace Church Bath

**Hours:** 21hrs (see ‘Terms of Employment’)

**Work Base:** Working from home or in church as required

**Updated:** February 2024. To be reviewed annually.

**Purpose of appointment**

* This role incorporates strategic, managerial and administrative responsibilities. Much of the role requires *oversight* of different functions of our church life, ensuring that effective processes and policies are in place. The role includes a practical focus (e.g. overseeing third party service companies) as well as a strong missional focus, supporting and developing our links with outside organisations and individuals (e.g. sports clubs, schools, mission partners). In all of this, managing our internal and external communications will be key.

**People Links**

* To report to the pastor of GCB.
* To play a full role as a member of the staff team (including ministry trainees) and as a member of the Grace Church family.
* To link to the lay leadership of GCB (trustees and ministry leadership team), to be well-informed of the challenges and encouragements of their ministries and to support them operationally.

**Main Responsibilities**

* Strategic planning: work with the ministry leadership team to identify and prioritise operational needs and support the development and implementation of strategic plans for the church’s operations.
* Facilities management: oversee the running of the church building and grounds including maintenance, buildings services, requests to use the church and Health & Safety.
* Event planning: work with staff, ministry and events teams to plan and coordinate/lead on church events
* Communications: support the development and implementation of effective communication strategies, including through the GCB website and social media
* Information technology: develop IT policies and procedures, ensuring data security and privacy, and manage the church’s administration system (ChurchSuite).
* Sunday and other services: oversee logistics to ensure set-up in place for all church services, including offsite and special services
* Volunteer support: work with staff team to recruit and support volunteers, ensuring relevant training and compliance with policies and procedures.