



Job Description - Operations Lead

Job title: Operations Lead

Teams: Operations Team

Line manager: Head of Finance, IT and Admin

Hours: Full-time (37.5 hours per week)

Salary: £36,000 circa

Annual leave: 23 days, plus Bank Holidays.

Place of work: St Aldates Parish Centre, 40 Pembroke Street, Oxford, OX1 1BP

Contract: Permanent

Purpose of the role

The Operations Lead is a key role ensuring the church and office run smoothly and efficiently. By handling a variety of administrative responsibilities, managing the upkeep of facilities and overseeing event planning, this role is crucial in helping the church achieve its mission and effectively serve its congregation. The Operations Lead contributions are vital for fostering a well-structured and productive environment in which the church and office team can flourish.

KEY TASKS AND RESPONSIBILITIES

OPERATIONS

- Lead the events, facilities and verger teams overseeing the operational aspects of our main events in particular ensuring resourcing on a Sunday and Mid-week (eg Arise, Alpha, Behold) across various teams.
- Oversee one-off events such as Vision Dinners and Church Offsite Days ensuring such events align with the church's mission and values and meet the needs of the congregation. Agreeing the plan and budget with the SLT and Head of Finance, IT and Admin.
- Ensure our buildings are well maintained, clean and tidy and secure at all times (including being on call for out of hours emergencies)
- Supervise external contractors where work is required
- Lead on Health and Safety
- Ensuring Safeguarding procedures are followed
- Oversee the purchase all consumables needed in our operations ensuring adequate (but not excessive) stocks are held and best price is obtained
- Execute the buildings improvement plan in consultation with the Facilities Manager, Head of Finance, IT and Admin and Rector
- Managing key relationship with our neighbours

LINE MANAGEMENT

- Line management as required including goal setting, performance management, support with planning and execution of tasks, identification of learning and development opportunities and accountability for report's outcomes and outputs.

GENERAL

- Undertaking any other general duties as required, where they are in line with the duties of the post

QUALITIES

- Proven people manager able to set vision and lead a team defusing difficult situations where necessary.
- Experience of fast-moving environments
- Proven ability to deliver customer service under pressure (note in our context customers are ministry facing staff and the congregation)
- Strong organisational and time-management skills
- Excellent written communication skills
- Proficiency in Microsoft Office Suite and other relevant software.
- Strong interpersonal skills and the ability to work well with a diverse group of people.
- A proactive and flexible approach to work.

PERSONAL ATTRIBUTES

- A commitment to the mission and values of St Aldates.
- A positive and supportive attitude.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and attention to detail.

For further information please contact

Recruitment@StAldates.org.uk