

OPERATIONS MANAGER

TERMS & CONDITIONS

Base:	All Saints Church Centre
Employer:	The PCC of All Saints Ecclesall
Annual Salary:	£34,000 to £37,000 (based on experience)
Pension:	Enrolment in Pension Builder Scheme of Church Workers Pension Fund (a defined benefit scheme). Employer contribution 8.5%. No employee contributions required.
Hours:	Full time: 37.5 hours a week Normally worked across Monday to Friday; however, some flexibility is needed to accommodate meetings and events that occur during evenings and weekends
Holiday:	22 days + 8 Bank Holidays Planned absences to be agreed with the Vicar
Notice period:	3 months
Review:	The post will be subject to a probationary period of three months
Attendance: of services	The post-holder will normally attend Morning Prayer on at least one occasion each week
Conduct:	The post-holder is expected to maintain high standards of personal and professional conduct and will need to promote and demonstrate current good practice related to safe guarding of children and vulnerable adults as well as the transparent handling of the monies within the life of the church

Any offer will be subject to a successful enhanced Disclosure and Barring Service (DBS) check.