

**OPERATIONS MANAGER
PERSON SPECIFICATION**

Person Statement

We are looking for an energetic, creative and organised person to lead and manage to a high standard all aspects of the operations function of All Saints Church, Ecclesall. Someone committed to ensuring that the operations team support and enable the Ministry Team and lay volunteers to grow the church and share the good news of Jesus Christ.

The successful candidate is likely to be/have:

		Essential	Desirable
	A regular worshiper at an Anglican church or a denomination in accord with the triune faith of the Church or England		*
	Values that align with the mission and values of All Saints	*	
Qualifications	Appropriate professional qualifications; for example, Business Management, Finance, Facilities Management, HR, Health and Safety.		*
Experience	Can demonstrate working at mid management level with experience of: <ul style="list-style-type: none"> • Managing and developing staff including supervision and appraisal • Setting up and managing effective and efficient administrative process and systems • Facilities / estate management • Handling confidential information appropriately and sensitively • Managing communications • Budget management and financial planning • Experience working as a volunteer or paid member of staff in a charity 	* * * *	* * * *

Skills and Personal Qualities	<p>Proactive, organised and resilient; able to work flexibly and with the ability to manage projects and ongoing work to tight budgets and timescales</p> <p>Ability to grasp detail and complexity and reach appropriate solutions considering the wider perspective.</p> <p>Ability to build and energize a team of staff and/or volunteers, delegating appropriately and assisting them in prioritising and organising tasks</p> <p>Excellent interpersonal and communication skills including telephone manner, with the ability to resolve issues appropriately</p> <p>Ability to draft correspondence and other documents to a high standard of English</p> <p>A calm, friendly and approachable manner but able to be assertive</p> <p>Commitment to ongoing professional and personal development</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
Knowledge & Understanding	<p>Church of England governance arrangements</p> <p>Range of standard IT software packages</p> <p>Health & Safety legislation</p> <p>Making grant applications</p> <p>Working with Volunteers</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>