



St. John's
Woodbridge

Job Description

Job Title: Operations and Event Manager
Location: St Johns Old Vicarage
Reports to: The Churchwardens, with day to day supervision by the incumbent

Job Purpose

To ensure smooth and efficient operations and administrative functions for St. Johns Church.

Key Responsibilities and Objectives

1. To assist church leaders in the smooth running of church activities and events, delegating to direct reports and volunteers and taking initiative as needed.
2. To oversee financial monitoring and payment.
3. To oversee and maintain all administrative functions.
4. To oversee property maintenance functions.
5. To oversee regulatory issues pertaining to the life of the church, implementing change and writing documentation as required.
6. To take responsibility for event management when necessary, such as festivals, conferences, other events and initiatives.
7. To be responsible for supervision and appraisal of the administration team, handy person and cleaner.
8. Update and maintain policies and procedures as necessary and appropriate to the requirements of St Johns Church, implementing reviews when requested by ELT.
9. To champion the annual appraisal scheme (included in the Staff Handbook) for all members of staff to ensure it takes place. Assist staff in obtaining any relevant training.
10. To ensure efficient day to day operations of the church, including service preparation and organisation, facilities management (including computing, database and web site) and budgetary control.
11. To ensure efficient day to day management of administrative areas according to the policies and procedures adopted by the PCC.
12. To manage and support both paid and volunteer workers and ensure they have appropriate training. This will include developing and enabling web page management amongst different groups in St. Johns.

13. To ensure that property maintenance is carried out efficiently and to liaise as necessary with those performing work in or on the church buildings.
14. To ensure that regulatory issues pertaining to church life (e.g. health & safety, fire, diocesan regulations, etc.) receive the appropriate attention and action
15. Line manage direct reports as required - currently the Administration team, the handy person and cleaner.
16. Arrange cover for direct reports when necessary, with prior agreement.

General Requirements

1. To be an active member of St John's Church, participating in the general life of the church. We would encourage membership of a Life Group for pastoral and spiritual support. Continue in personal discipleship.
2. To meet regularly, normally quarterly but more frequently if necessary, with your line manager from which a written record will be kept to feed into an annual review each summer.
3. In conjunction with your line manager, to ensure your personal training and development needs are met.
4. To meet with a mentor at least four times a year who will be a mature member of the congregation.
5. To attend staff prayers and necessary staff meetings. We encourage attendance at our monthly informal lunch.
6. To help communicate the vision, adhere to the church policies and be a faithful colleague in the wider leadership team.

7. **Genuine Occupational Requirement (Equality Act 2010, Part 1, Schedule 9)**

For reasons of strongly held religious conviction, relating to Christian doctrine, which affects the core teaching, preaching, evangelistic and pastoral focus of this role it carries a Genuine Occupational Requirement for the post holder to adhere to the following statements of belief and practice:

To have a lively Christian faith summarised as belief in:

- + God the Father, who made us and all the world,
- + God the Son, who died for our sins, and
- + God the Holy Spirit, who gives life to the people of God.

With other orthodox mainstream Christians, this church holds to the Biblical teaching that monogamous heterosexual marriage is the form of partnership uniquely intended by God for full sexual relations between people.

Job Start Date: tba

Last Revision Date: 04/04/2017