

Person Specification

Job Title: Operations and Events Manager

Experience/ Qualification	Description	Essential/ Desirable
Experience of leading/coordinating teams	Proven track record of leading small or large teams to complete tasks	Essential
Project and event management experience	To demonstrate previous experience of managing significant projects or public events, including high level planning through to detailed implementation	Essential
Grounded in a solid Christian faith	Ability to apply knowledge and experience to both day to day operations and event management	Essential
Experience of managing budgets and basic financial controls	To demonstrate financial literacy and manage day to day controls for the wider team	Essential
Experience of starting and developing new initiatives	To demonstrate experience of working with a range of people to start new initiatives.	Desirable
Working knowledge of Church of England governance	To ensure the Church operates within the governance structure of the Church of England	Desirable
Ability to manage own work effectively	Details of experience in managing work	Essential
An effective and co-operative leader with experience of managing others and of working within a team	Track record in working in, building, developing, motivating, leading and managing teams, especially teams of volunteers (mentors).	Essential
Good interpersonal skills	Able to demonstrate good interpersonal skills. Able to negotiate, for example with suppliers. Able to present a welcoming face to visitors.	Essential
Awareness and basic knowledge of property maintenance tasks	Experience of commissioning or supervising property maintenance tasks.	Desirable
Computer literate / ICT skills	Experience of Microsoft Office or equivalent applications, basic awareness of ICT equipment and essential maintenance tasks. Willingness to learn how to maintain, develop	Essential

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	and enhance the church database and website	
Maturity of character	Trustworthy, self aware	Essential
Reliable, Responsive, Pro-active and a problem-solver	<p>Reliable, able to respond to meet the needs of the wider team.</p> <p>Able to work largely unsupervised, and take initiative in identifying areas which others may have missed.</p> <p>Able to solve problems which might be outside their immediate knowledge.</p>	Essential
Willingness to learn	Able to learn and adapt to unfamiliar areas without becoming concerned at their own ability to cope.	Essential
Ability to work flexibly both in the scope of the role and in the hours worked.	<p>Able to cover for other staff and perform hands on roles as well as management and supervision of the team.</p> <p>Willing to work outside office hours for meetings as required, particularly during planning and operation of events.</p>	Essential
Ability to challenge status quo and identify opportunities to simplify and improve efficiency	The implementation of the strategic plan requires simplification of much of what we do currently.	Essential
Comfortable working mainly in an evangelical/charismatic Anglican church, but also able to work with other traditions	Details of own church background and of any working relationships or experience of other churches	Desirable