



**Union Baptist Church**  
The HUB • High Wycombe



## **Person Specification: operations manager**

### Character - Essential

- To be an evangelical Christian, committed to living under the authority of God's word as revealed in the Bible, being in agreement with the Evangelical Alliance Statement of Faith
- To support Union Baptist Church's [Vision, Mission and Values Statement](#)
- To be an organised self-starter
- To be reliable and punctual
- To be methodical and a completer-finisher
- To be flexible and a committed team player
- To be able to collaborate effectively with other staff and volunteers
- To be able to relate well to church members
- To be willing to learn

### Experience, Knowledge and Qualifications - Essential

- Experience of leading teams and developing people
- Experience of overseeing finances and managing budgets

### Experience, Knowledge and Qualifications - Desirable

- Experience of managing volunteers
- Understanding of the church and charitable sector
- Experience of using financial systems, including making payments and invoicing
- Experience of marketing and communications
- Holding a UK Driving licence

### Skills - Essential

- Leadership skills, with the ability to encourage and enthuse team members
- Ability to think strategically

Union Baptist Church

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Charity No 1130582

- Good interpersonal skills
- Organisational skills
- Problem-solving skills
- The ability to organise their own time and prioritise their workload
- Computer proficiency
- Good oral and written communication skills
- Numeracy, budget management and scheduling skills
- Able to work in full compliance with UBC's safeguarding policy