



Union Baptist Church
The HUB • High Wycombe



Job Description

Job Title:	Operations Manager
Location:	Union Baptist Church, High Wycombe
Hours:	22.5 hours per week, with occasional out-of-hours working
Salary:	£22,200-£24,000 (£37,000-£40,000 full-time equivalent)
Reports to:	Lead pastor

Please note: In accordance with Schedule 9 of the Equality Act 2010, due to the need to personally model the church's ethos and values, lead prayer meetings, pray with others, and contribute to the strategy of the church, there is an occupational requirement for the post holder to be a committed evangelical Christian.

It is required for the post holder to hold the relevant DBS check.

Summary of the role

This key leadership role is to oversee operational strategies which support our mission to be a community of Christians who love God, follow Jesus and share the hope which we have in Him. The operations manager will work closely with the church leadership to ensure that systems to support the growth of the church family are efficient, innovative and sustainable. The postholder will have oversight of operational areas including financial and HR systems, buildings and facilities management, office management and logistics.

Church strategy

- Contribute operational insight to the church leadership
- As part of the strategic leadership team, work with the church leadership on the annual strategic planning and review process

Leading the operations team

- Pray regularly for the operations team and the operations of the church
- Recruit and lead the operations team of church centre manager, administrator, finance assistant and associated staff and volunteers to maintain high effectiveness and morale
- Share in leading prayer at staff meetings
- Maintain excellent communication with church leadership to promote organisational congruence, providing reports as needed
- Maintain an annual calendar of periodic operational actions
- Provide back-up for team members as needed
- Carry out other reasonable duties that are asked of you

Church operations

HR

- Oversee all human resources functions – salaries, contracts, benefit packages, hiring/exiting procedures, performance appraisals, professional development, job descriptions and absence monitoring
- Ensure suitable new employee orientation for all UBC staff

Systems

- Maintain and develop our ChurchSuite system
- Own the organisation of the church server

Governance

- Maintain the church in compliance with relevant regulations
- Curate our policies in collaboration with trustees
- Administer our safer recruitment processes
- Own the church's links with Baptists Together, the Central Baptist Association and the Charity Commission

Administration

- Create processes to ensure new arrivals are integrated quickly and effectively
- Maintain membership records, including periodic revision and the annual return
- Administer rotas
- File the minutes of church, diaconate and ministry meetings
- Maintain the key register
- Administer marriage registration

- Administer video meeting bookings

Communications

- Oversee the production of regular church publications
- Assist with the production of the annual report
- Work with the communications team to develop the internal and external promotion of church activities including the website, social media and printed media, increasing the visibility and profile of the church in the community

Organisational support

- Provide organisational support for church service planning, ensuring the production of orders of service, media to be shown in services etc
- Provide organisational support for seasonal and special events such as the Church Weekend and Easter Holiday Club
- Provide organisational support to the church leadership e.g. for small group or seeker course signup
- Network with operations staff of other churches to develop best practice e.g. via the UK Church Administrator Network

Financial operations

- Provide back-up assistance with book-keeping, and the payment and invoicing of customers, suppliers and beneficiaries
- Maintain an overview of church financial systems and operations, including management controls and procedures
- Administer payroll/pension/tax
- Manage and approve expenditure in relation to relevant budget areas
- Oversee the preparation of regular financial reports to the church leadership
- Assist the treasurer and finance team with the preparation of the budget
- Provide support as required in the preparation of the annual accounts
- Attend Finance Team meetings as required

Appendix: Church Profile

Union Baptist Church has the vision to see the town of High Wycombe transformed by God through a loving, serving, worshipping church community.

We are a Bible-based church which welcomes everyone and is committed to the faithful teaching of God's word as the authority for how to live our lives.

The church has around 180 members of very diverse social and ethnic backgrounds and we regularly see several hundred people come through our main building weekly.

Our newly-transformed buildings provide for the needs of the church community and also support our activities aimed at serving the town, which include ministries to the homeless, adults with learning disabilities, unemployed people, a Romanian speaking population, families and young people. In addition, we rent out our premises, so generating significant income.