



## Office & Facilities Manager Job Description

**Responsible to:** Operations Director

**Liaises with and supports:** Vicar, PCC, Church Staff Team, Volunteers, Church Wardens and Treasurer.

**Main Purpose of the Role:** Oversee the efficient and professional running of the church office administration and manage the Office Administrator. Manage the marketing and communications for the church and co-ordinate (with Church Wardens and volunteers), the maintenance and repair of the church facilities.

**Salary: £25,000-28,000 per annum, pro-rata,** depending on experience

**Hours:** Part Time, 25 hours, ideally 9 am to 3.00 pm 5 days/week. There is scope for flexibility in the number and time of working hours for the right candidate.

### Key Responsibilities:

#### Office Management

- Organise and develop the office operations and procedures to facilitate the smooth running of the office.
- Manage the Office Administrator and volunteers, ensuring on-going relevant training and encouragement to deliver high quality services to the staff and congregation.
- Monitor and manage leave and absence of staff team to ensure sufficient resource is available at all times.
- Provide support and cover for the Office Administrator e.g. during times of holiday.

#### Marketing & Communications

- Liaise with the Vicar, Strategic Development Group and Communications Hub to continuously update and develop the information provided through the website, printed material and social media.
- Oversee the Church Administrator to ensure the church calendar, website, social media and printed material are current.
- Write, edit and proof read high quality, error free content for communications.
- Liaise with graphic designers to produce communication information about forthcoming events, with support and input from Social Hub.
- Work with our database provider to manage and develop the database to make best use of the information we hold.

#### Human Resources

- Work in collaboration with the Vicar, Treasurer and finance team in implementing statutory requirements with regards to HR including SMP, SPP, staff absence or disputes, tax credit, pension and PAYE.
- Ensure staff policies are kept updated and implemented.

## **Manage Church Facilities**

- To oversee the health and safety, fire safety and access & security of the church buildings with the assistance of the Wardens and Maintenance Volunteers.
- To oversee care of the Church equipment and furniture, phones systems, IT/AV, maintenance & music equipment in collaboration with Worship Team and Service Production Team.
- Manage service and maintenance contracts with the assistance of Wardens and Maintenance Volunteers.
- Oversee the procurement process of goods and services of the church in conjunction with the Office Administrator.
- Support the Operations Director in managing budgets for the Church Centre and other ministry areas to ensure adequate controls are in place over expenditure.
- Responsible for annual diocesan review together with the Vicar and Wardens.
- Oversees Quinquennial review and general building maintenance in conjunction with Wardens.

Carrying out other tasks and duties as requested by the Operations Director.

## **Person Specification**

### **Essentials**

- Commitment to and a passion for the vision and mission of St Mary's, Cogges.
- An occupational requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.
- A person of integrity with a godly character, prayerful, servant-hearted and a team player, with a history of church service.
- Experience of developing and maintaining operational policies and procedures.
- Strategic project management skills and a flexible approach to managing a wide and varied workload, prioritising and delegating accordingly.
- Confident self-starter, proactive and able to set priorities; must be a problem solver, able to efficiently cut through issues and identify how things can be done effectively.
- Team leader experience with the ability to manage others (including volunteers) and deliver on agreed outcomes.
- An excellent communicator, both verbally and in writing and with ability to execute a communications plan.
- Proficient user of IT, fluent in use of MS Office software including Word, PowerPoint and Excel.

### **Desirable**

- Knowledge of the Church of England, local and Diocese structures and processes.
- Experience of developing and/or managing HR policies.