



Church Operations Manager

West Croydon Baptist church is a multi-cultural, multi-generational, town-centre church that loves to worship Jesus. We are seeking a highly organised and servant-hearted Operations Manager. This is a key position that supports the whole team and church family to flourish to love God, love each other and love our community well. The role will entail people management, communications with members and visitors, ensuring the smooth-running of our Sunday services and coordinating facilities and activities in our main buildings.

Principal Responsibilities (Job Description)

- Purposefully and regularly meet with the Senior Pastor to understand their aims and needs.
- To act as a personal assistant to the staff team by providing the administrative support were necessary.
- Meet basic administration needs of the church etc answering phone calls sending out weekly church email.
- Help Ministry Teams plan strategically to meet the overall Vision and Mission of WCBC, and to obtain access to the resources they need for their work.
- Managing, in consultation with the diaconate, all aspects of the property. This will include: ensuring we have the correct up-to-date property insurance; supervision of the regular maintenance programme; management of all aspects of building hire, cleaning, utilities and remedial maintenance and property projects.
- To arrange for the repair and renovation of the fabric of the church obtaining the number of quotes for the required work as dictated by the diaconate.
- To work alongside the Church Treasurer to oversee the finance team and the financial management of West Croydon Baptist Church.
- Organisation of the church's practical involvement in weddings, funerals and other significant events.
- Oversee all aspects of communication within the church, including the church website and social media profile, weekly prayer bulletin and other email, Sunday notices, advertising, publicity for events etc.

Whitehorse Road (corner of St. James's Road), Croydon CR0 2JH

TEL: 020 8689 4527 EM: office@westcroydon.com WWW: www.westcroydon.com

MINISTER: Rev. Denzil Larbi EM: denzil@westcroydon.com

CHARITY NO: 1128517



- To manage the up keep of the manse arranging any repairs and renovations as required and agreed by deacons.

Essential

- A Christian and a passionate follower of Jesus Christ, with a disciplined spiritual life.
- Christian in full agreement with the church's values.
- High integrity and trustworthiness with clear recognition of the need for confidentiality and sensitivity in relationships and communications.
- Computer literacy sufficient to maintain the website and produce word documents and spreadsheets.
- Good time management and the ability to achieve deadlines whilst maintaining attention to detail.
- Able to work on your own initiative, dealing with competing demands.
- Able to forward plan and organise.
- Good interpersonal skills and the ability to recognise differing perspectives.
- Communication skills (written and oral).
- Maths and English A* to C grade at GCSE or equivalent.
- Good understanding of safeguarding principles.
- Able to triage pastoral problems and deal with more minor pastoral problems independently.

Key Terms and Conditions (indicative of final confirmed contract):

- Part-time position, 20 hours a week
- Flexible working arrangements, where appropriate
- Salary range £13,000 -£15,000 per annum depending on experience/qualification
- 5 weeks paid holiday (pro rata) plus UK Bank Holidays/Public Holidays
- Contract of employment with 6-month probation period
- Line managed by the Senior Pastor, within a performance management framework
- The appointment will be subject to an enhanced DBS check.



Please send you CV with a cover letter explaining how you meet the requirements for this role to office@westcroydon.com

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