

POSITION: Operations Manager
LOCATION: The Well, Camberwell
HOURS: PART-TIME NEGOTIABLE
CONTRACT: 1 YEAR RENEWABLE CONTRACT
SALARY: TBC

PURPOSE OF THE POST

To manage and develop the overall day-to-day operation of The Well church and buildings in line with the vision and values of the church.

MAIN DUTIES AND RESPONSIBILITIES

OFFICE AND BUILDING MANAGEMENT

1. Provide and manage administrative support needed for any Well teams, projects and events as requested including attending relevant meetings etc.
2. Maintain, develop and update the Well database and church management software ensuring good communications with appropriate members of The Well.
3. Manage the ordering of resources and supplies including office equipment, food, cleaning supplies, etc.
4. Implement and review systems (filing, computer etc.) and processes (ordering, events etc.) to ensure clear, efficient and effective office and building operations.
5. Manage any relevant volunteers including admin assistant(s) and the Well employed cleaner.
6. Working alongside the Trustees and keep up to date with any relevant Baptist, Evangelical Alliance, Company's House and Charity Commission provision etc. and liaise accordingly for The Well
7. Act as first point of contact for The Well managing Church correspondence (mail, email etc.)
8. Manage regular long-term lettings in the Well building and at 70 Camberwell Church Street
9. Manage one-off hiring of The Well Hall and other rooms
10. Manage and maintain utility contracts (Gas/Elec/Water etc.)
11. Ensure the regular maintenance of the building, responding to maintenance issues as and when required alongside other staff members (gas boiler, spy alarm, fire extinguisher service etc.)
12. Manage and keep up to date the keyholder system at the Well.
13. Manage all Well subscriptions and renewable contracts such as insurance, phones, alarm etc.
14. Attend any conference and/or relevant training at least once a year.

FINANCE

1. Monitor income and expenditure and The Well bank account and manage banking: keeping receipts, paying in cash, dealing with card holders, maintaining spreadsheets, etc.
2. Coordinate with our bookkeeping on any issues arising (Quick books, Zettle etc.)
3. Assist Trustees in preparing annual accounts for auditors.
4. Manage online payments and gift aid paperwork alongside Well treasurer
5. Attend Trustees meetings.

HUMAN RESOURCES (HR)

1. Ensure employment contracts are issued and signed.
2. Ensure any new staff induction occurs.
3. Set up and manage system for monitoring absences, holidays etc.
4. Organise staff appraisals and any follow-on measures.
5. Work alongside our Trustees to ensure church policies are reviewed and updated annually

ADDITIONAL REQUIREMENTS

The applicant must be a committed Christian, have proven relevant experience, have the ability to work as part of several different teams and relate to people of all ages and backgrounds. Excellent communication and relational skills will also be needed.

TERMS AND CONDITIONS

1. The person would need to be an active member of The Well
2. The appointment is subject to a probationary three-month period
3. Reasonable expenses incurred in connection with work will be paid in accordance with the regulations.
4. The post is based at The Well, Wells Way Camberwell SE57SY
5. The post holder is entitled to ____ days paid holiday per year.
6. There is a workplace pension scheme in place

ADDITIONAL INFORMATION

Further information about The Well is available on the church website: www.thewellcc.org.uk. For an informal conversation please email admin@thewellcc.org.uk or call 07988953869.

An occupational requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010. Any offer will be subject to satisfactory references and checks including an enhanced DBS disclosure.