



The anglican and methodist church of
St. Andrew
Paddock Wood

Charity number: 1137783

Operations Manager

St Andrew's Church, Paddock Wood, Kent

Full time

Salary £28-32,000 pa, depending on skills and experience

Hours: 35 per week (5 days at 7 hours a day) but some flexibility required

Annual leave: 30 days per year

Closing date for applications: 16 February 2024

Interview date: week commencing 26 February 2024

St Andrew's is an Anglican and Methodist Church (a Local Ecumenical Partnership) whose vision is: "building a community of faith, to witness to the community at large".

We are a busy church undertaking a wide range of activities now and planning for change, driven by internal growth as well as by a growing and increasingly diverse local population.

We are seeking to appoint an Operations Manager now, as the current postholder is taking a career break to manage family commitments. This postholder provides a management and administrative resource for the leadership team, the church and key stakeholders such as hirers of our halls.

The successful candidate will be able to work strategically and at a hands-on level, supporting a collaborative culture that encourages the best from church members and nurtures partnerships with people who use our facilities, other local churches and other local and regional organisations. In addition, you will be required to attend Church Council meetings on alternate months in the evening and to prepare draft minutes of each meeting.

You will be very confident with IT and have the skills and experience to manage our IT system and website. We use ChurchSuite to manage our membership and activities.

You will be a well-organised and efficient worker, who is happy working with minimal supervision as well as contributing well within the wider team. You will be good at building relationships, with strong people skills and able to communicate well with people from a wide range of backgrounds and in many different circumstances, personal and otherwise.

You will ensure that good practice is followed in employment and other legal duties

You will be sympathetic to and respectful of our Christian faith, but it is not necessary for you to be a practising Christian. More than anything, we are looking for an individual with the aptitude to undertake this role efficiently and effectively. Training and support will be provided to enable you to undertake the role effectively.

Our candidate pack is available here: www.standrewspw.org.uk.