

Operations Manager

(Maternity Cover)

ABOUT US

St Paul's Haringay is an evangelical Church of England church in North London. We are a multi-cultural 'family on mission' with a big heart for our community. We run two different Sunday morning services (9:30am and 11:00am) as well as weekly bible studies, prayer meetings and community events. We love Jesus, love people, love Haringay.

TERM

1st February 2022 - 31st August 2022.
Fixed term contract to cover maternity leave.

SALARY

£10,000-£12,000 per annum
depending on experience

HOURS

15 hours per week, working schedule flexible.

EXPERIENCE

Proven administration experience is essential, and work in a church setting is desirable.

PRIMARY RESPONSIBILITIES

1. Support the Pastor in the day-to-day practical running of the church, as well as any operational matters.
2. Develop and maintain policies and procedures, updating and compiling risk assessments and policies when necessary.
3. Oversee systems for regular Sunday services: creating rotas, producing service sheets and organising the serving teams.
4. Organise and plan events in our annual church calendar, including some publicity work.
5. Coordinate building management, including charring meetings of the building committee, arranging surveys and putting together building proposals.
6. Act as a point of contact for the church, particularly for the nursery who rent the hall space.
7. Arrange small finance matters.
8. Order and organise supplies.

The Operations Manager plays a crucial role in enabling a smooth running of the church and our various ministries. The successful applicant will be a cheerful, hard-working person who is able to fit into our staff team of three. Being a member of St Paul's is preferable but not essential. It is a genuine occupational requirement that they are a Christian, and we require all staff to sign the Church of England's 39 Articles as a declaration of faith.

St Paul's Haringay is committed to safeguarding and promoting the welfare of children [and vulnerable adults]. Safeguarding checks will be undertaken.

Closing date for applications: 17th December 2021. For an informal chat about the role please contact Pastor Pete Snow on 020 8341 0390 / pete@stpaulsharingay.com