

## Operations Manager

Permanent, full-time, £31,000-£40,000 per annum

### Summary

We are seeking a godly, dynamic, highly competent individual with clear organisational gifts to lead our admin team and oversee the day-to-day operations of the church. The role will be richly varied and tailored to the right individual. The postholder will play a full part in the life of St Ebbe's and ideally be/become an active member of one of our congregations. Increasing the diversity of our staff team to better reflect our church family context is a priority for us. Applicants are invited to indicate any adjustments that would help them apply for the role.

### About St Ebbe's

St Ebbe's is a community of around 800 people made up of families, locals, students, international visitors, retired and more. We have three services each Sunday, with a range of activities throughout the week. We are evangelical and Anglican, though we have many members and some staff from other backgrounds.

Our vision is to see God honoured through the foundations of the Bible and prayer to:

- Reach out to non-believers with the good news of Jesus
- Build up Christians as disciples of Christ
- Send out Christians to serve Christ in Oxford and the world

### Areas of responsibility

Reporting to the Minister (Operations), the Operations Manager will be responsible for:

#### Leading the admin team

Line managing the Administrator, Church Assistant, Finance Manager and Finance Administrator; liaising with external tech support staff.

#### Communication

Internal and external communications, publicity, website and social media.

#### Safeguarding

Administration of Safer recruitment, training and policy.

#### HR

Manage Staff recruitment, induction and volunteer agreements.

#### Governance

Policy management including Health & Safety, GDPR; Statistics reporting to the Diocese; Working with the Minister (Operations) in facilitating the Parochial Church Council.

#### Events

Training and overseeing staff and volunteers for internal events and outreach.

## Personal qualities and experience

- A committed Evangelical Christian who understands something of conservative evangelical culture and can enthusiastically affirm our Basis of Faith.
- Effective leadership skills, with the ability to work well within the wider team.
- Project management/planning skills, along with attention to detail, accuracy and quality.
- Proven interpersonal skills, demonstrating a godly and welcoming attitude to all.
- Excellent oral and written communication skills.
- Ability to deal with competing demands and to work under pressure.
- Digitally literate (Microsoft 365 and data management - e.g. ChurchSuite).
- A high level of personal discretion and judgement.

## Other information

*Salary:* £31,000-40,000, depending on training and experience.

*Pension:* 10% pension contribution to either the Church Workers Pension Fund or a similar recognised scheme of your choice.

*Hours:* This is a full-time position, 9:30-5:30 Monday-Friday.

*Annual leave:* 25 days, plus Bank Holidays and the days between Christmas and New Year, when the office is closed.

*Line manager:* Tim Dossor, Minister (Operations).

*Place of work:* St Ebbe's Church, central Oxford.

*Start date:* 1<sup>st</sup> March 2025 (or as soon as possible after this date).

The selection procedure for the post will follow a process of shortlisting, taking up references, and then interviews, which will include practical exercises.

Any offer will be subject to us completing the Church of England Safer Recruitment process, including an enhanced DBS check.

If you have any questions or would like an informal conversation, please contact [Tim Dossor](#) Minister (Operations).

## Closing date for applications

12 noon on Thursday 23<sup>rd</sup> January 2025.

To apply, please complete an application form and send it, along with your CV, to Alyson Grove, PA to Minister (Operations), [alyson.grove@stebbes.org](mailto:alyson.grove@stebbes.org). The form is available on our website ([www.stebbes.org/jobs](http://www.stebbes.org/jobs)).