



Operations Manager

Overview

This two-year role is designed to work directly with the Lead Pastor and Assistant Pastor by providing leadership and oversight to all of the operational areas of Trinity Church Manchester. This role will require a significant amount of time working with and coordinating our member volunteers, as well as working with the Treasurer as a financial bookkeeper.

Key Points

- *Financial Bookkeeping* - Managing the payment of bills, coordinating the entry of payments made by staff and developing the financial systems to allow the effective management of ministry budgets.
- *Project Management* - Managing and coordinating various projects throughout the church. This will require the candidate to lead, manage, and coordinate a team of volunteers to see a project through from conception to completion.
- *Ministry Teams Coordination* - Helping coordinate the Trinity Church ministry teams by providing operational support, working alongside the Ministry Leader responsible for each area.
- *Operational Oversight* - Leading and coordinating these operational areas: Health & Safety and Human Resources. This will include policy development and staff training in coordination with the trustees.
- *Office Management* - Ensure the proper running and oversight of the church office. This will include coordinating staff time to ensure cleanliness, set up/down for events, general stocking, and readiness of the office as a whole. It will also include liaising with contractors and volunteers for any renovation work and managing utilities contracts.

The successful candidate will be someone:

- Who is a prayerful, committed Christian with evangelical convictions who models Christian living and whose life meets the qualifications of a deacon laid out in 1 Timothy 3:8-13
- Who fully aligns with the vision and values of Trinity Church
- Who is experienced managing organisational operations
- Who is able to establish and maintain good relationships with a wide range of people
- Who builds well-organised, harmonious and effective teams
- Who has a track record of developing systems that aid growth
- Who has a pioneering spirit and can grow teams and ministry areas from the ground up
- Who is innovative, imaginative and able to have fun

Oversight

This role will report to the Lead Pastor.

Financial

The salary for this role has been set between £25,000 - £30,000 per annum, depending on experience and circumstance, along with covering of expenses.

Additional

The successful candidate must already possess the right to work in the UK.

The closing date for applications is Monday 31st October 2022.

To express interest in this role, please fill out our online form [here](#)

Please contact Pete Evans at pete@trinitychurchmanchester.org with any questions you may have.