



## Job vacancy

# Operations Manager

Eden Baptist Church is a city-centre Reformed Baptist church, which is seeking to bring the gospel to Cambridge and beyond.

The growth of our church community and ministries means that we are seeking to appoint an Operations Manager to be responsible for ensuring that the church's practical requirements are met, in particular in relation to oversight of projects, regulatory compliance, buildings and maintenance, personnel matters and administration.

We are looking for a candidate who can take a strategic approach to facilitating the church's vision and ministry, including recruitment and management of other team members (staff and volunteers). This is an exciting opportunity to make a significant contribution to our life and outreach.

The role of Operations Manager is a new one for Eden Baptist Church. We are looking for a candidate who can shape and develop the role to serve the Church well in coming years. What follows is an outline of the kind of role we have in mind, and we look forward to discussing its future direction with suitable candidates.

1. Purpose of the job
  - a. To facilitate the vision of the church by helping it to manage its resources effectively;
  - b. To support the pastoral staff in their work of discipleship and evangelism by co-ordinating the practical aspects of church life; and
  - c. To facilitate change in church life as new opportunities arise, by taking a strategic approach to how staff, volunteers, premises and the church's different resources can be best deployed for the gospel.
  
2. Main responsibilities
  - a. To provide strategic oversight of the Church's resources and premises, including building and facilities management;
  - b. Co-ordination with members of the pastoral team regarding their requirements for operational and practical support;
  - c. Leadership, recruitment and development of those members of the staff team (employees and volunteers) who have roles in building/facilities management, finance and administration, including line management responsibilities;

- d. Helping to develop strategy for major projects, and overseeing their implementation;
- e. Liaising with the deacons regarding policy development and implementation;
- f. Delegated responsibility for regulatory compliance, including personnel/HR, risk management systems, health and safety, data protection;
- g. Co-ordination with the church treasurer in relation to implementation of financial controls, including responsibility for managing budgets for activities and areas of responsibility associated with this position; and
- h. Oversight of internal and external communications on behalf of the Church.

The role will require full participation in church life, and the successful candidate must therefore be eligible for church membership (in accordance with the Church's doctrinal position on membership), and supportive of the Church's vision, mission and theological convictions, all of which are available online and on request.

We are open to applicants for a full-time or part-time role. For further details please contact us by email using this link.

In accordance with Schedule 9 of the Equality Act 2010, we consider we have an occupational requirement to employ someone in this role who is a Christian and eligible to be a full member of the church.

*Applications by 28 February 2018.*

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