


Operations Manager

Key Features

Location	Job Type	Salary	Company
Bookham near Leatherhead Surrey KT23 4DH	Full-time	£30,000 per annum	 BOOKHAM BAPTIST CHURCH

Do you have plenty of energy, enthusiasm and commitment and want to make a difference in people's lives?

We are looking for someone to lead our small but busy church office team in a new role to provide Administrative and Operations support for the mission of our church.

ABOUT US

Bookham Baptist Church is a dynamic church with 3 full-time Ministers, 1 part-time Minister and 200+ members. Our vision is to grow fruitful disciples of Jesus Christ so that they will bring transformation in our homes, local communities, workspaces and the wider world.

ABOUT THE ROLE

We are seeking a proactive, IT-proficient person to be the Operations Manager in the church office. This is a new role so that the church can manage the admin more effectively and enable the Ministers to focus on ministry & outreach. Your main duties will be planning and delivering the services needed to achieve the Church's mission & strategic initiatives and providing effective administration & operations in a timely manner with financial accountability whilst ensuring legal compliance.

The role is full-time (37.5hours/week) working from Monday to Friday nominally from 9.00am to 5.00pm. There is a workplace contributory pension scheme in which your contribution is matched by the church up to 5% of your salary.

ABOUT YOU

The successful applicant will have good IT skills, a 'can do' approach and >5 years experience leading a small team in an office environment with a track record of delivery. It is an occupational requirement for the person to be a committed Christian (Equality Act 2010) and take an active and prayerful role in the ministry of the church.

TO APPLY

Please send your CV to reception@bookhambaptist.org together with a covering note explaining why you are the right person for this exciting new role. **The closing date is Friday 14th July 2017.**