

Operations Manager sought for a Pioneering Sports Ministry

This is an exciting opportunity to join a Pioneering Sports Ministry programme which will enhance community, wellbeing and faith through sporting activity. This operational role will support the Sports Minister by leading on all aspects of the operational set up establishing and managing effective systems.

Application process:

Please send a one page letter explaining why you wish to apply for the role along with your cv evidencing your relevant experience to Chris Kennedy at kennes777@yahoo.co.uk

Closing date: Thursday 23rd July

Interviews to be held in the week of 27th July

Job Description

Job Title: Operations Manager
Reporting to: Sports Minister (Rev Chris Kennedy)

Key responsibilities

- Programmatic:
 - o Assisting the Sports Minister in programme development e.g. resourcing venues and class leaders, timetabling activities. Implementing relevant policies for events & classes notably around insurance and safeguarding.
 - o Volunteers: To support the recruitment and development of committed volunteers ensuring safer recruitment practices are adhered to.
 - o Network tracking: To establish GDPR compliant systems to record appropriate information about potential and actual participants, partners and volunteers.
- Comms and Marketing:
 - o Supporting promotion of Activate via a variety of media – ensuring innovative material created and promotions undertaken on a timely and customer appropriate basis.
- Network and fundraising:
 - o Working with the Sports Minister and management committee to submit funding applications to grants and local churches
- Administration and finances:
 - o Establishing appropriate financial processes to steward resources well including opening bank account, financial systems for income and payments, payroll management
 - o Establishing systems to book people onto activities and advising partners as those activities roll out across a wider area
- Monitoring and evaluation:
 - o create systems to monitor agreed Key Performance Indicators such the success of a range of aspects of the project can be measured
- Governance:
 - o Registration of CIO with relevant bodies as required e.g. Charity Commission, HMRC
 - o Acting as secretary to regular trustee and management committee meetings

Person specification

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">- Experience of working in operations and administration of a small or medium sized charity or business.	<ul style="list-style-type: none">- Experience in working with entrepreneurs or start-ups- Bookkeeping or administration qualification
Skills & Aptitudes	<ul style="list-style-type: none">- Organisational and administrative skills with a methodical approach to work- A self-starter with a high degree of initiative- Good time management with an ability to prioritise a varied workload- Good attention to detail- Computer literacy skills – able to use Excel and Powerpoint- Strong communication and inter-personal skills	<ul style="list-style-type: none">- A worshipping member of one of the participating churches- Confidence with working with databases

Terms and conditions

- 0.5 FTE equating to 19 hours per week (excl breaks).
- FTE payscale £28,000
- Regular working days/hours to agreed with the Sports Minister.
- 5 weeks holiday plus pro rata bank holidays
- Some evening working may be required for trustees or other meetings.