



Job Description

Head of Operations

Reports to: Rod Green, Vicar

Purpose

The vision of St. Peter's Harrow is to be a church large enough to change thousands of lives, create culture and transform society right across Harrow and North West London. The Head of Operations will create an effective operational platform through the implementation of a strategic plan and the mobilization of our resources in order to deliver the vision of the church.

Responsibilities

1. Operational Management

- Alongside the Vicar and staff team, leading the development and implementation of the strategic plan that underpins the vision of the church
- Working alongside the Head of Estates to provide a shared reception function for the building, fielding queries from visitors and answering the phone

2. Events Management

- Leading the project management of all church events including services and courses.
- Overseeing the church calendar
- Working alongside the Vicar, planning schedules and events
- Maintaining and developing efficient administrative processes and procedures including reports
- Organising baptisms and weddings and the accompanying returns to the Diocese and local authority.
- Managing stock control of all consumables to ensure adequate supply for services and events, placing orders with providers when required.
- Ensuring that office supplies are ordered as required and in a cost effective and environmentally friendly manner.

3. People Management

- Managing and overseeing the recruitment, development and support of a growing, talented, hard-working staff team.
- Enabling ministry across the church by recruiting, mobilizing and coordinating volunteer teams
- Ensuring strong information management
- Maintaining and developing efficient administrative processes and procedures to produce reports and process information as required
- Collating Electoral Roll
- Working with the Vicar to organize training and leadership development

4. Financial Management

- Liaising with the external payroll provider to ensure that monthly payroll is completed and all relevant payments are made
- Processing a monthly payroll journal in Xero (Accounting Software)
- Processing payments to all external providers and contractors
- Processing quarterly gift aid claim to HMRC

Skills and Personal Qualities required:

- A heart for the vision, mission and values of St. Peter's Harrow
- A dynamic and strategic leader
- A proven project manager
- A strong people-manager
- A clear and interpersonal communicator
- Experience of HR
- A completer finisher
- A self-starter
- A relentless optimist
- A team player with a willingness to serve
- Excellent IT skills including word processing, spreadsheets, and website
- Confident, polite and mature
- Flexible, adaptable
- Sense of humour

Requirements & Benefits:

- Worship at St. Peter's Harrow
- 33 days holiday per annum (including bank holidays)
- 37.5 hours per week
- Salary: £24,000 - £26,000 subject to experience and qualifications
- Open to part time and flexible working