

This role focuses on the systems, structures, and digital presence that enable the ministry of the parish to flourish. While the Church Administrator focuses on the "now" (Sunday prep and weekly news), the **Operations Lead** focuses on the "how" (efficiency, sustainability, and growth).

## Job Title: Church Operations Lead

**Location:** Holy Trinity Church, Bembridge **Hours:** 2 Days per week (15 hours)

**Accountable to:** The Vicar (or Churchwardens during an interregnum)

### Role Purpose

To oversee and strengthen the operational health of the church, managing physical and digital assets, and developing robust processes that support the church's mission and vision. This role works in close partnership with the Church Administrator to ensure a seamless interface between mid-week operations and Sunday worship.

### Key Responsibilities

#### *1. Digital Management & Strategy*

- **Website Oversight:** Responsible for the strategic overview of the church website, ensuring content remains "fresh" and engaging.
- **Digital Calendar:** Maintain and manage the Church Website Calendar to ensure accuracy for the public and congregation.
- **Systems Development:** Lead the development and maintenance of the church "Hubb" system or similar IT databases.
- **Communication Strategy:** Develop and maintain a comprehensive communication strategy across the website, mobile applications, and social media.

#### *2. Venue Management & Bookings*

- **Lettings Oversight:** Manage all room and venue booking enquiries for church premises.
- **Financial Administration:** Handle invoicing, reconciliation, and administrative compliance related to hall hire and tenancies.
- **Operations:** Ensure that the day-to-day running of the church facilities is efficient and supports all scheduled activities.

### 3. Process Development & IT

- **Information Management:** Develop and manage access to a central database for all information essential to the running of the church.
- **Infrastructure:** Maintain and improve the church's use of IT, including digital policies, PCC papers, and electronic forms.
- **Systems Review:** Regularly review and update administrative processes to lighten the load on clergy and wardens.

### 4. Team Collaboration

- **Administrator Partnership:** Work alongside the Church Administrator to coordinate schedules, ensuring that operational tasks (like bookings) do not conflict with liturgical needs (like funerals or services).
- **Leadership Liaison:** Support the Vicar, Wardens, and PCC with operational data and reports as required.

### Person Specification

Feature	Essential (E)/ Desirable (D) Requirements
<b>Faith</b>	E - There is an occupational requirement for the post-holder to be a practising Christian, able to support and promote the vision, mission and worshipping life of Holy Trinity Bembridge.  E - Willing to be a committed and regular member of one of HTB's congregations
<b>Strategy</b>	E - Ability to develop and implement long-term administrative processes and procedures for the benefit of the church
<b>Technical</b>	E - Proven IT skills.  E - Confidence using or a willingness to learn Hubb (Website) and Canva (design).  E - Competence or a willingness to learn Google Workspace, website management and database oversight.

<p><b>Attributes</b></p>	<p>E – Polite, personable and approachable</p> <p>E - Able to manage change sensitively maintaining good relationships, trust and the harmony of the church</p> <p>E - Professional manner especially when dealing with confidential matters.</p> <p>E - Take initiative, learn quickly and adapt to the needs of a changing church environment.</p> <p>E - A person of trustworthiness, integrity and reliability who is sensitive to the complexities of working for a church, alongside lay and ordained staff and volunteers.</p>
<p><b>Organisation</b></p>	<p>E - High-level organisational skills with a strong eye for detail.</p> <p>E - Good written and verbal communication skills</p>
<p><b>Experience</b></p>	<p>D - Previous experience in an administration role</p> <p>D - Familiar with church structures</p> <p>D - Track record of taking initiative in a paid or voluntary role.</p>

### **Working Pattern and Priorities**

In a 2-day-a-week post, the focus is on **building systems that work while you are away**. You will be expected to establish "self-service" processes (such as online booking forms or automated calendar updates) that allow the church to function smoothly throughout the rest of the week.