

**Operations’ Manager Person Specification**

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| **Requirement** | **Essential/Desirable** | **Method of Assessment** |
| **Personal Qualities**   * The post holder must be a committed Christian with a mature faith in Jesus. * Passionate about and skilled in administration and organisation. * Skilled in building effective relationships with staff and volunteers. | Essential  Essential  Essential | Via application and references |
| **Qualifications**  • Relevant qualifications related to operational management. | Desirable | Via application |
| **Experience**   * Experience of working with multiple stakeholders.   • Experience of working well within a team.   * Experience of using Social Media. * Experience of working in a similar role. | Essential  Essential  Desirable  Desirable | Via church reference and interview. |
| **Planning Skills**   * Strong planning skills with ability to work autonomously and manage own workload. * A strong administrator with excellent analytical, problem-solving, decision-making and resource management capabilities, together with strong attention to detail. * Ability to initiate and implement and complete new processes, systems and projects. * A self-starter with plenty of energy and enthusiasm. * Excellent organisational skills, able to manage concurrent projects. * Experience of planning and executing events. | Essential  Essential  Essential  Essential  Essential  Desirable | Via application and interview. |
| **Communication/Relational Skills**   * Excellent interpersonal skills; able to build strong relationships with a wide variety of people at different levels and provide effective team leadership. * Approachable to all ages, acting as a role model carrying authority and respect. * Sensitive listener with experience of dealing with matters of confidentiality. * Flexibility to work evenings and weekends as needed. | Essential  Essential  Desirable  Essential | Via application, church reference and interview. |
| **Faith**   * An openness and sensitivity to the Holy Spirit and His gifts. * Be an example: ‘set an example for the believers [and all people] in speech, in conduct, in love, in faith and in purity’ (1 Timothy 4:12). * Be committed to personal spiritual growth, by reading the Scriptures, prayer and worship, attending relevant conferences and courses. | Essential  Essential  Essential | Via application, church reference and interview. |