

**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.
 | EssentialEssentialEssential | 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.
 | EssentialEssentialDesirableDesirable | 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.
 | EssentialEssentialEssentialEssentialEssentialDesirable | 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.
 | EssentialEssentialDesirableEssential | 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.
 | EssentialEssentialEssential | Via application, church reference and interview.  |