



OPERATION MANAGER – SEEDS UNITING CHURCH POSITION & PERSON DESCRIPTION

Position:	Operations Manager – Seeds Uniting Church
Tenure:	0.4 FTE
Term:	12 month fixed term contract

Our Church

Seeds Uniting Church is a mature church situated in the suburb of Aberfoyle Park, located in the south of Adelaide. The church offers a variety of community programs through its congregation, which currently number over nine hundred regular worshippers. The church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

Reporting Relationships

The position reports to the Business Manager and will also liaise closely with the Executive Assistant and Finance Manager.

Position Purpose

The Operations Manager will assist with the implementation, daily running and oversight of the operation and systems undergirding Seeds Uniting Church. The Operations Manager serves as the primary point of contact and accountability for the effective running of the front office, development and implementation of operational process and procedures, assistance with communication processes, volunteer and staff administrative support and the oversight of data and information.

The Role

Requires a committed Christian who has a passion for administration and business support with the ability to implement operational policies and procedures. The role has a strong customer service and volunteer focus and is often the first encounter that the community has with the vision and mission of Seeds Uniting Church. Therefore, the position requires an individual who has a heart for missions and a strong sense of community.

Key Outcomes:

- Primary point of contact to Seeds Uniting Church;
- Oversight of data and information;
- Accountability for the effective running of the front office;
- Volunteer and staff administrative support;
- Ensure that volunteer staff are appropriately trained and equipped to promptly attend to incoming calls, direct them to the appropriate staff member or take messages;
- Ensure that operational policies and procedures are current and documented;
- Receipting of monies at Front Office as required;
- Comply with existing financial management processes and procedures;
- Ensure that the reception and entry area to Seeds Uniting Church is safe, clean and that high standards maintained at all times;
- Ensure that visitors to the Church are greeted and offered appropriate hospitality;
- Maintain key register;
- Organise maintenance and repair of minor items in conjunction with the Business Manager;
- Order office and catering supplies;
- Order/buy stationery, office supplies and staff amenities;
- Assist with venue hire bookings and queries for sanctioned church events and external bodies in conjunction with the Business Manager;
- Liaise with various church groups and ministry teams to ensure that the dissemination of information occurs;
- Liaise with people paid to clean or set out chairs for the Sunday services and other events.

Person Capabilities:

The Operations Manager will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a developing personal devotional life
- Accepts wholeheartedly the Mission and Core Practices of Seeds Uniting

Personal abilities, gifts and skills:

- Ability to work in team-based ministries under the leadership of the Senior Pastor
- Proven ability to work with and empathise with people of all ages within the church
- Ability to support and implement the mission of Seeds Uniting Church
- A strong focus on customer service
- Competence in word-processing and use of spreadsheets

- Strong attention to detail
- Ability to handle the routine tasks with limited direction
- Ability to organise and manage teams and group meetings
- Ability to exercise good judgement and maintain confidentiality

Knowledge and Experience:

- Experience in volunteer management or working with volunteers
- A strong background in administration
- Demonstrated active membership and involvement in The Uniting Church for a minimum of 12 months prior to application
- Demonstrated experience in a senior administrative, business or operational role
- Evidence of a satisfactory Police Check or willingness to obtain
- Child Safe Environment Training or willingness to undertake
- A qualification in Business/Business Administration or Hospitality desirable but not mandatory

Salary Package

The position is paid at 0.4(FTE) in line with the current Award. The successful applicant is expected to reside within a reasonable distance of the administrative hub of Seeds Uniting Church.

Working Hours

The working hours will be negotiated. The position may on occasion demand flexibility and the ability to perform duties and responsibilities on weekends and evenings as may be required should Seeds Uniting Church be hosting an event. Regular time off in lieu of extraordinary hours worked is available.

Work Location

The Operations Manager is expected to work from an office at the administrative hub of the Church.

Web: www.seedschurch.org

Application Process

Please provide a resume and cover letter of up to 2 pages introducing yourself and outlining your experience relating to the role and why you would be well suited to this position. Please email your application to business.manager@seedschurch.org

Applications close at 5 pm on Monday 6th August 2018.

If you would like further information, please contact Helene Bentley, on [0434201401](tel:0434201401)

