



Operations Manager

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 100 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary. The Free Church runs a programme of residential youth camps for over 300 young people each summer, and pursues global mission by supporting partners around the world.

We are looking for a capable Operations Manager to join our team of committed staff in the Church Offices to help with the smooth and efficient running of the organisation. Supporting the work of the Board of Trustees in managing property, compliance and risk management, the role holder will model and promote good practice throughout the denomination.

The Operations Manager will report to the CEO and will have regular contact with other senior staff including the Finance Manager. The post holder will be highly organised and self-motivated and have experience of managing property and staff.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to demonstrate a firm Christian commitment. As such, the successful candidate will be a Christian with an active commitment and sympathetic to the values, aims and ethos of the Free Church.

Overview

Hours: 21 hours per week (but might consider full-time)

Duration: 2 year fixed term contract (with the possibility of being made permanent)

Start Date: As soon as available

Location: Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS.

Salary: Approximately £21,000 (FTE £35,000), dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: Pro-rata equivalent of 24 days plus 10 public holidays per annum.

Application forms may be obtained from the Free Church website or Sharon Fraser, PA to the CEO, by email to sharon@freechurch.org. The initial closing date for applications is Monday 29th November at 11am. Interviews are expected to be held in Edinburgh on Monday 13th December.

Role Purpose:

To facilitate the smooth operation of the Central Office, the good management of the Mound Building and Flats, and generally help with the efficient running of the denomination. This is a new role and will therefore require development throughout the first year.

Role Description:

Key Responsibilities	<ul style="list-style-type: none">• Ensure the smooth and efficient running of the Central Office.• Work with the Legal & Compliance Officer and the Compliance Sub-Group of the Board of Trustees to ensure appropriate legal compliance by the central organisation.• Lead the work of the central organisation in the development, updating and implementation of risk assessments.• Develop an effective approach to the management of Wellbeing and Health & Safety, including areas such as Fire Risk and Evacuation plans.• With the assistance of the HR advisers help the CEO in providing contracts, sorting out working arrangements, and co-ordinating holidays for staff.• Manage the work of the IT provider to ensure the effective provision of phones, computers, and broadband.• Manage and oversee the maintenance and development of the Mound Building and the FCoS Rental Properties.• Manage property matters relating to ETS Staff, Mound tenants, Rental Property tenants, and other users.• Ensure appropriate insurance cover is in place for The Mound and other properties owned centrally.• Manage important supplier contracts for the central organisation• Take responsibility for relevant budgets, identifying cost savings and developing other sources of income.• Model good practice in all these areas and then help to promote them throughout the denomination.• Supervise the Property Officer and arrange suitable cover when he is on holiday.• Provide supervision to other central staff as agreed.• Deputise for the CEO when necessary, including leading staff devotions.• Assist the CEO in other tasks and projects as needed.
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Operations Manager will report to the Chief Executive Officer.

Person Specification:

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and sympathetic to the values, aims and ethos of the Free Church.	Experience of working with Christian or other third sector organisations and volunteers.
At least 3 years' experience of working in a management role – with people and budget management experience.	Degree or other relevant professional qualification.
Specialist knowledge and experience <u>in at least one</u> of the following: <ul style="list-style-type: none">• Risk management• Wellbeing, health and safety• Property management• HR	Experience of managing <u>two or more</u> of the following: <ul style="list-style-type: none">• Risk management• Wellbeing, health and safety• Property management• HR
Proven leadership, administrative, organisational, and problem-solving ability.	IT Skills
Experience in managing contracts of suppliers and in ensuring good value in this area.	
Ability to build positive relationships with others and to work well as part of the Central Office team.	
Highly organised, efficient, responsible, and motivated.	
Excellent communication skills across a range of channels.	
Willingness to travel to meetings, and work outside of office hours, if needed.	

If you have questions about the role or would like to speak to someone before applying, please request this by email to sharon@freechurch.org.