

Operations Manager - Maternity Cover

We are looking to recruit an experienced and dynamic person to cover the maternity leave of our Operations Manager from May 2020. The role entails providing strategic and operational support to the Senior Leadership Team, Staff Team and Board of Trustees and maintaining the development of our operations as Open Heaven Church continues to grow as a church, flourish and fulfil our mission and goals.

This is a key role within the organisation in terms of helping Open Heaven Church be an effective and encouraging place to work. You will be responsible for maintaining the excellent systems and procedures already in place to cultivate a healthy and effective organisation, including the reporting and management of budget and finances, health and safety, IT equipment and resources, data, and our office culture. You will also hold the safeguarding lead for Open Heaven, work with others to ensure events, communications and the running of the St Peter's Centre are managed well, along with the responsibility for ensuring all staff, interns and volunteers are recruited, resourced, developed and managed effectively.

This is a part - time role covering maternity leave of up to a year, working for 3 to 4 days per week. You will be based in the Open Heaven offices, St. Peters Centre, Loughborough. The salary is £21,000 full - time equivalent.

It is a genuine occupational requirement of this post to have a personal faith in Jesus Christ and be part of the Open Heaven Church family. If you are passionate about outworking Open Heaven's vision to "make disciples who establish heaven on earth", have a desire to serve and can bring the necessary skills, knowledge, expertise and experience to this challenging post. Click on the link below or go to openheaven.org/jobs to find out more and how to apply.

The closing date for applications is midnight on Friday 6th March 2020.