

We are seeking a pro-active and detail-oriented Operations Manager to join our team.

Who we are?

We are an Anglican, evangelical church situated in the historic suburb of Devonport on the North Shore of Auckland. Our mission is to know Christ and to make Christ known and we are trying to get better at this in two areas: children's ministry and in using our newly refurbished hall.

Purpose of the role:

Manage and oversee all maintenance of all facilities in our parish and be responsible for church and hall bookings. This is a paid role, up to 20 hours a week, reporting to the Vicar. The successful candidate will be part of the parish management team and expected to attend staff meetings, as well as occasionally lead prayers at staff meetings, coordinate meetings, and work alongside the People's Warden and Vestry to address operations and property issues.

Key responsibilities are to:

- Manage operations of the parish such as correspondences, rosters, and maintain parish rolls.
- Oversee maintenance lifecycle and maintain registers for all church properties, ensuring operational integrity, WOF, safety, and compliance.
- Oversee repairs to the church, vicarage, hall and manage grounds maintenance.
- Ensure adherence to fire safety protocols through routine inspections of fire safety equipment, fire safety drills, etc.
- Be the primary contact for site visits and coordinate lettings of the parish hall and its various rooms.
- Maintain supplies for the parish office, church, kitchen, and cleaning.
- Coordinate and manage the parish food bank supply and distribution.
- Some administration tasks as assigned by the Vicar.

Person Specifications

We are a Christ-centred church and uphold the values of our faith, as revealed in the Bible, and as defined by the 3 historic creeds. The successful candidate, if not already, will be expected to become a committed member of the Holy Trinity church family, as it is a role requirement for the successful candidate to understand the inner workings of our parish. A demonstrated ability to provide spiritual leadership is preferred. Finally, the successful candidate will work with humility and graciousness, and respond calmly in emergency situations.

Skills and experience

- Operations or Facilities management experience preferred but not essential—this can be taught to the right person!

- Ability to build relationships with event planners and the local community.
- Experience in recruiting and managing a team of volunteers.
- Excellent administrative and project management skills.
- A people person who can manage external stakeholders such as church/hall hirers, facilities service companies, church and office suppliers, and cleaning agencies used by our parish.
- Excellent verbal and written communication skills.
- A flexible and positive attitude, with a solution-focused mindset.
- Excellent attention to detail.
- Have competent computer skills (e.g.) MS Office.

Please apply by sending through your CV and a cover letter explaining why you would be perfect for this role. The salary range for this role is \$25,000-30,000.

Your application will include answers to the following questions:

- Do you have experience in operations or facilities management?
- How much time do you have to devote to this role and to our parish?
- How much notice are you required to give your current employer?

For a full job description or more information please contact the Vicar on email

vicar@holytrinity.gen.nz

Applications close **May 21, 2024**. Interviews will commence May 28, 2024. Shortlisted candidates will be requested to attend a face-to-face interview at our Parish Office in Devonport.