



# JOB VACANCY

## OPERATIONS MANAGER

### We are seeking to appoint a part time Operations Manager

This is an exciting opportunity for a highly capable and motivated person to play a central role in the effective operation of an active, outwardly focused joint Methodist and United Reformed Church located in the heart of Ilkley. The successful applicant will need to be sympathetic to the broad mission of Christchurch Ilkley.

Performing a wide range of tasks across the church, with a focus on finance, personnel and buildings administration, the successful applicant will be responsible for the line management of three members of staff and will work closely with many volunteers. Excellent organisational and communication skills are essential.

The post is subject to obtaining a satisfactory enhanced DBS (Disclosure and Barring Service) disclosure.

### NEXT STEPS & MAIN TERMS

Hours of work:	20 hours per week - normal working pattern can be flexible to suit (Monday to Friday) in agreement with the Line Manager. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Salary:	£29,250 pro rata (actual salary £15,600), with enrolment in the church's workplace pension scheme
Location:	Based at Christchurch, The Grove, Ilkley, LS29 9LW
Next steps:	For an informal discussion, please contact the Minister, Revd Roberta Topham by email ( <a href="mailto:rev.robertatopham@gmail.com">rev.robertatopham@gmail.com</a> ) to arrange a telephone call. For an application pack please contact Mike Fawcett, Church Administrator, via <a href="mailto:office@christchurchilkley.org.uk">office@christchurchilkley.org.uk</a> or 01943 603209.
Closing date:	Monday, 13 <sup>th</sup> March 2023 at 12 noon
Interview date:	Tuesday, 21 <sup>st</sup> March 2023
Start date:	As soon as possible

To learn more about our church and the work that we do, please visit:

[www.christchurchilkley.org.uk](http://www.christchurchilkley.org.uk)