

JOB DESCRIPTION

<u>Job Title:</u>	Care Centre Operations Manager
<u>Department:</u>	Care Centre
<u>Location:</u>	The Vineyard Church, 7 Brick Knoll Park, St Albans, AL1 5UG
<u>Reports to:</u>	Compassion and Justice Pastor
<u>Main Purpose:</u>	To work with and assist the Compassion and Justice Pastor and the Vineyard Church in the outworking and development of the Care Centre in line with the vision, mission and purpose of The Care Centre and St Albans Vineyard Church.
<u>Hours of work:</u>	30 hours per week Monday (8am – 4.00pm) Tuesday (10am -4.30pm) Wednesday (10am – 4.30pm) Thursday (10am-4.30pm) Friday (10am – 3pm)

RESPONSIBILITIES & DUTIES

General

- To ensure all who come are treated with dignity and respect thus adhering to The Vineyard Care Centre's vision, mission and values set out by The Vineyard Church.
- Working with the Compassion and Justice Pastor to review the strategic direction of The Care Centre.
- Oversight of the operational aspects of the Care Centre, to include weekly Care Centre sessions (currently Mondays and Wednesdays) and to build team to extend to additional days (potentially a Saturday).
- Maintain the databases for donations (excel) and guests (Salesforce), creating impact reports, sharing stats, and oversight of the volunteer rotas (Churchsuite).
- To interact and pray with guests/team.
- Lead team briefings and prayer times and create a team to support in this.

Warehouse and Stock

- Manage existing and build new supplier and partner relationships.
- To work with Warehouse manager in ensuring stock levels are maintained.
- Occasional van driving to collect or deliver donations.

Team

- Line manage Care Centre Warehouse Manager.
- Build and manage teams, working with Compassion and Justice Pastor on recruitment, training and rota implementation.
- To attend team briefing and prayer meetings, passing on relevant information to team members who have missed the meeting.

Other duties

- Comply with all Church operating policies and procedures, including health & safety and safeguarding policies.
- Contribute to the effective running and development of the Church.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your line of management.

KEY FACTORS

Employee Reports: Warehouse Manager, Relevant Volunteer Teams
Financial Responsibility: n/a

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic GCSE's or equivalent 	
SPECIAL SKILLS	<ul style="list-style-type: none"> • Good communication with adults • Leading volunteer teams • To work on macro and micro levels • Problem solving 	<ul style="list-style-type: none"> • Motivational
WORK / VOLUNTEER EXPERIENCE	<ul style="list-style-type: none"> • Previous supervisory experience • Team leadership 	<ul style="list-style-type: none"> • Ministry
KNOWLEDGE	<ul style="list-style-type: none"> • Safeguarding • Culturally aware 	<ul style="list-style-type: none"> • Biblical / doctrinal
SPECIAL FACTORS RELEVANT TO THE POST	<ul style="list-style-type: none"> • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of St Albans Vineyard Church • Clear DBS • Strong personal faith • Driving license (Ocado van driving training test to be passed) 	
COMPETENCIES	<ul style="list-style-type: none"> • Organisation & administration • Team leadership • Good computer skills (essential) • Management • Social media competency 	

It is a Genuine Occupational Requirement that the successful applicant be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.