

*Living Waters Church, Chorley are looking to hire an Operations Manager to join the staff team and be part of helping a growing Church. We are a friendly, flexible and forward-thinking team and would like to hire a motivated, intuitive and experienced team-playing individual to both support and help develop our structures and systems.*

**Job:** Church Operations Manager

**Salary:** £30,000 FTE, pro rata 20 hours

**Length of contract:** 12 months fixed.

**Location of job:** Living Waters Church, 33-45 Bolton Street, Chorley, PR7 3AB. Part of the Elim Foursquare Gospel Alliance, Registered Charity No. 251549 (England and Wales) SCO037754 (Scotland)

**Summary of role:**

- Supporting financial operations
- Compliance (Charity law and Elim)
- Facilities compliance, Health and safety lead
- Events logistics and administration
- Overseeing and promotion of facilities hire
- Maintaining and fully utilising current church management software
- Systems streamlining/improvements
- Some training and coaching
- Build a volunteer team to support the role

This is a new role and may change as we continue to grow and develop.

**Essential and Desirable Skills/Experience:**

#### Essential

- ICT skills/Microsoft Office – particularly Excel & Word
- Logical/process mindset
- Problem solving & solutions focussed.
- Timekeeping & working to targets.
- Collaboration/negotiation in teams
- High level of organisation skills
- Innovative, intuitive and a self-starter

#### Desirable

- Knowledge of ChurchSuite
- Qualifications in finance, business administration or similar
- Experience using financial software such as Sage or QuickBooks.
- Evidenced experience of supporting logistical administration for efficiency, streamlining and growth



An online application form is available at [lwchurch.uk/vacancies](http://lwchurch.uk/vacancies). The application is made by completion of the online form which includes an opportunity to upload a covering statement.

The closing date for completed application forms is 1<sup>st</sup> March 2024, 5pm. Interviews will be held in person at the earliest convenience.

*There is a genuine occupational requirement that the holder of this post has a committed Christian faith (Schedule 9 Part 1 of the Equality Act 2010). Candidates must be able to demonstrate a belief and value system in line with Elim Pentecostal's statement of faith. The role will very much include being an active part of a vibrant faith community. We regularly pray together as a staff team and share prayer and worship moments throughout our working week.*