

Job Description

Job Title:	Operations Manager
Employer:	Scripture Union Ministries Trust, The
Location:	Manor Ark – primarily office based
Responsible to:	Chief Executive Officer
Responsible for:	Schools Associate Team

Job Purpose

As a contemporary disciple of Jesus, lead a spirit-filled team of employees and a growing group of enthusiastic and well-trained volunteers, which is committed to innovate and deliver outstanding educational experiences, primarily in Manx schools but also in local communities, bringing "faith within reach" to the children and young people of the Isle of Man.

Principal Roles & Responsibilities

1. Lead and develop a team of school associates and coordinators to deliver the agreed plans. Building engagement within the team through the SUMT vision and values and development plan by effective communication, objective setting, measurement and training.
2. With CEO and other Executive & Trustee members, identify and develop leaders in mission to children and young people: through role model behaviour, investment of personal time in one-on-one coaching/mentoring and the creation of processes and learning events, which facilitate the spiritual and personal growth of teams of employees and volunteers.
3. To build and maintain productive relationships with key partners (e.g. Churches Alive in Mann and Schools) and oversee the development of partnership projects with key denominations as opportunities arise.
4. To ensure all administration and communication processes are followed and work effectively, including administration for volunteer recruitment and data handling.
5. Ensure that procedures and training are in place to adhere to policies and meet all statutory and Trustee requirements. (e.g. Health & Safety, Financial Disciplines, Building and Maintenance of team office)

Work alongside the SUMT team to:

1. Engage in or lead Church services as an SUMT representative
2. Pray for SUMT and facilitate prayer
3. Coordinate daily team prayers and weekly team lunches
4. Plan and manage the team calendar
5. Lead weekly diary and planning meetings
6. Manage interns
7. Lead schools work related staff training
8. Monitor staff hours and holidays

9. Oversee management of database, Microsoft 365, Sharepoint and email domain.
10. Attend Religious Education Advisory Committee (REAC) meetings
11. Manage buildings: fire regulations; maintenance; insurance; keys (inc. for regularly used properties) and oversee ordering office supplies
12. Identify and take advantage of relevant continued professional development and training opportunities.

A summary of the key day-to-day duties is provided below:

The post holder shall perform such duties and observe and conform with such reasonable instructions as the SUMT, may from time to time give.

In addition to this:

1. Representation and Corporate Contribution

The post holder will represent the SUMT in a range of settings, forums, committees, working groups and events requiring the highest level of personal integrity. It is expected that the post holder will be a committed ambassador of the SUMT and the work that it seeks to achieve. Each employee of SUMT has a personal responsibility to maintain the confidentiality of all SUMT business and to uphold such confidences.

2. Provision of Advice

The post holder will be a source of information and advice to team members and the Executive.

3. Implementation and Maintenance of Policy

The post holder will be responsible for the implementation of SUMT's policies generally, including ensuring GDPR compliance across the organisation.

Professional development

All Team members have a personal responsibility for professional development (PDP). The post holder will be expected to contribute to their annual PDP and interim reviews. The post holder reports to the Chief Executive Officer as their line manager.

Regular meetings should be held with line managers and interim reviews are encouraged. These are specifically designed to deliver the aims and objectives of the Development Plan.

The Chief Executive Officer will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Development Programme is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses and take such actions to mitigate these and those that have been brought to their attention.

Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- 5 A* - C GCSEs including Mathematics and English, or equivalent.
- A degree or other equivalent Higher Education qualification.

Competency Levels For This Post Are:

Leading and working together

Is clear about own role and priorities taking responsibility for providing an excellent service; working supportively as a team leader in pursuit of agreed objectives; building effective working relationships with colleagues; deals constructively with interpersonal issues.

Communicating and influencing

Communicates clearly, orally and in writing to get the message across; expresses their views in a clear and succinct way in group or team meetings and with external bodies; is courteous and effective in their communications with colleagues and those external to the organisation; records and communicates information accurately.

Achieving results

Organising own time and that of the team efficiently, working in an orderly and disciplined way; makes day-to-day decisions within limits of authority and refers more important decisions in a timely and appropriate manner; delivers agreed tasks on time, liaising with colleagues where necessary.

Delivering a quality service

Enjoys delivering excellent service to other members of the team; takes a pride in delivering work of a consistently high standard; shows an awareness of the cost of resources and uses these efficiently.

Changing and learning

Assists, coaches and advises colleagues to develop competence and confidence and actively looks for better ways of working. Offers opinions in discussions which are not always the most obvious. Is versatile and adaptable and prepared to change their views. Applies up to date specialist skills, knowledge and experience in their work.

Showing commitment and resilience

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure and in control when under stress.

**Scripture Union Ministries Trust
Person Specification**

Post: Operations Manager

Employer: SUMT

Job Summary: (See job description)

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSEs at grade C and above including English Language, or equivalent.	E	CV / Qualification certificates
A degree or equivalent Higher Education qualification.	E	
Qualified youth worker and/or relevant experience in youth work, including schools	D	
Experience		
Experience of managing and motivating a team of people.	E	CV / interview
Experience of managing projects.	E	CV /References/ Interview
Experience of managing budgets	D	CV / interview
Experience of using general office software packages (including spreadsheets, word processing and email).	E	CV /References/ Interview
Ability to work with and coordinate teams including volunteers.	E	CV / References/Interview
Ability to work professionally with churches and schools and senior staff within education.	E	CV /References/ Interview
Knowledge and Skills		
Knowledge of key biblical content and a desire to learn more.	E	CV / Interview
Able to organize and prioritise workload to achieve results.	E	CV / Interview
Able to work effectively under pressure and to tight deadlines.	E	CV / Interview
Good written and oral communication skills, including ability to share personal faith effectively and appropriately with all ages	E	CV / Interview
Good numeracy skills and able to produce meaningful reports.		
Ability to oversee the creation, planning, and delivery of curriculum initiatives; subsequently reviewing and evaluating for continuous improvement.	E	CV / Interview
Able to build and sustain mutually beneficial networks as appropriate.	E	References/ Interview
	E	References/ Interview

<p style="text-align: center;">Disposition</p> <p>Proactive and self-motivated. Organised, methodical and focussed on results. Focused on high standards of quality and team service - Team worker. Flexible and acceptable to changing circumstances Calm under pressure</p>	<p>E E E E E</p>	<p>References / Interview References / Interview References / Interview References / Interview References / Interview</p>
<p style="text-align: center;">Circumstances/Interests</p> <p>Isle of Man Worker Willing to work additional hours as required. Driver with clean driving licence and access to own vehicle</p>	<p>D E E</p>	<p>Application / CV Interview Application / Interview</p>