



Operations Manager - Person Specification

Attributes	Essential	Desirable	Method of Assessment
1. Education & Training	<ul style="list-style-type: none"> a. A relevant degree or vocational qualification or equivalent experience. 		A
2. Relevant Experience	<ul style="list-style-type: none"> a. Administrative/operations experience. b. Experience of line management. c. Experience of the management of small business, charity or entity finances including the development and management of budgets and reporting on this internally and externally and managing the audit process. 	<ul style="list-style-type: none"> a. Financial planning and management. b. Experience of monitoring and managing risk. c. Implementation of change. d. Experience of managing payroll and pensions. 	A, I,
3. Special Knowledge & Skills	<ul style="list-style-type: none"> a. Good interpersonal skills. b. Presentation and communication skills. c. A good working knowledge of the Microsoft Office suite. d. Good operations management skills. 	<ul style="list-style-type: none"> a. Ability to recruit, train and manage volunteers. b. Fundraising experience c. Monitoring and evaluation experience. 	A, I, P
4. Special qualities or aptitudes	<ul style="list-style-type: none"> a. Ability to work as part of a team. b. Able to adapt to changing priorities and circumstances. c. In sympathy with the charity's Christian ethos. 	<ul style="list-style-type: none"> a. Ability to develop systems and processes from scratch. 	A, I

A – Application form, I – Interview, P- Presentation

The appointment will be subject to satisfactory Disclosure and Barring Service enhanced criminal record check.