

BH Christian Workers' Trust

Person Specification for Church Operations Manager

Attribute/Skill	Essential	Desirable
Personal Qualities	Committed evangelical Christian wanting to serve the Lord to fulfil the Bishop Hannington Church vision to 'make disciples of Christ in Brighton & Hove and for the world.'	
	Relational – 'people' person	Sense of humour
	Good Team Player	
Experience	Proven track record in the management of people and resources	
	Active involvement in the life of the current church attended	
	Management of suppliers and contractors	
	Held a position involving some experience of accounts and the preparation and management of budgets	Managed charitable accounts up to final annual presentation to current Charity Commission requirements
Skills	Administration	
	An excellent understanding of finance and accounts	Bookkeeping/accounting Qualification
	IT competent, including the use of online processing and social networking	
	Good time management	
	Excellent delegation skills	
	Able to build good relationships both internally and externally	
	Good listener with the ability to maintain confidentiality	
	Good communicator with individuals from all walks of life.	

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