



Barnet Churches Action,
117 Fitzjohn Avenue,
Barnet,
Hertfordshire,
EN5 2HR

OPERATIONS MANAGER – JOB DESCRIPTION

Managing operations

- Managing the centre diary and the day-to-day operations at the centre
- Ensuring there is sufficient staff / volunteer cover for operations
- Ensuring the centre is clean and tidy and overseeing repairs and maintenance at the centre
- Monitoring kitchen / café operation
- Actioning centre policies (including Health & Safety, security, safeguarding, etc.) and communicating on behalf of the centre (i.e. via telephone, letter or email)

Lettings

- Taking bookings for one-off lets along agreed procedures (i.e. taking deposits / money, communicating, etc.)
- Coordinating and administering regular bookings with individuals / organisations (along agreed procedures in liaison with the trustees in assessing suitability of lets, checking insurance, filling in lettings forms, invoicing, etc.)

Community Support Project

- Managing this core project (see separate job description)

Finance

- Overseeing the daily cashing up each day and general oversight of monies at the centre ***
- Purchasing items of equipment, food shopping and essential supplies for the centre **

Managing staff and volunteers

- Managing centre staff / volunteers on a day-to-day basis
- Managing the caretaking / cleaning staff
- Managing staff holidays and time off
- Recruiting volunteers to help at the centre
- Reporting HR issues to the trustees
- Attending staff meetings and administering staff reviews *

Marketing (coordinating with the Secretary of the Trustees)

- Marketing events at the centre and beyond
- Maintaining the centre's website and using social media where appropriate
- Managing the centre's noticeboards

* Liaising with HR & Governance representative of the Trustees

** Liaising the Secretary of the Trustees

*** Liaising with the Treasurer of the Trustees

Company Limited by Guarantee: Registered in England No: 8625115

Registered Charity Number 1154935

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