

# Main Responsibilities

## Operations and Facilities Team

- Optimise the support for ministry areas from the operations and facilities teams
- Line-manage the Operations Team, ensuring both effective deployment of resources and balanced workloads
- Develop, train & coordinate the Operations Team
- Nurture the positive, dynamic and mutually supportive ethos across the Operations Team

## Resources

- Ensure physical facilities are best utilised to underpin the vision and ministry of SML with specific reference to supporting ministry areas
- Oversee our facilities, including buildings, equipment, and IT
- Lead the annual budget process for ministry & operations, and provide ongoing oversight

## Collaborative Working

- Work alongside our Volunteer Co-ordinator to grow, equip and support volunteer teams
- Be a member of the Senior Staff Team, Safeguarding Team, Health & Safety Team, and Finance Team and in attendance at the PCC as required
- Work collaboratively with our Church Wardens and other key volunteer leaders

## Policy and Procedure

- Lead on reviewing, updating, and monitoring SML Policies
- Implement SML Safeguarding Policy & Procedures
- Lead on HR processes including: recruitment, job descriptions, contracts, appraisals, annual leave, payroll and pensions
- Lead on the Health and Safety requirements for SML
- Ensure compliance with GDPR and data protection