

Superintendent Minister: Rev David Newlove
Penrith Methodist Church, Wordsworth Street, Penrith. CA11 7QY

PERSON SPECIFICATION TEMPLATE

Job Title: Operations Manager - Maternity Cover

Circuit: Cumbria Methodist Circuit

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level, or equivalent	X		A, Q
Degree-level qualification or equivalent experience in business administration, HR, management or a related field		X	A, Q
Background in business & office management within a medium sized organisation	X		A, I
Proven Ability			
Previous line management or senior supervisory experience	X		A, I
Ability to delegate, manage staff performance, appraisals, and employee development	X		A, I
Experience of operational management within a multi-site organisation		X	A, I
Experience of recruitment and employment administration	X		A, I
Strong ability to use ICT, with a proficiency in Microsoft Office and digital platforms (Zoom, Teams)	X		A, I
Special Knowledge & Skills			
Good understanding of employment practices and HR procedures	X		A, I
Excellent written and verbal communication skills	X		A, I
Strong organisation skills and the ability to efficiently manage workloads	X		A, I
Understanding of governance, compliance, and regulatory requirements within a charitable or similar organisation		X	A, I
Experience of, and a commitment to work within, safeguarding protocols	X		A, I
Understanding of data protection and confidentiality requirements	X		A, I

Able to relate effectively to a wide range of people within the circuit, establishing and maintaining working relationships	X		A, I
Ability to work under pressure and meet deadlines, demonstrate reliability and a commitment to confidentiality	X		A, I
Ability to work effectively within a team or alone	X		A, I
Ability to adapt to changing priorities and circumstances	X		A, I
Any Other Requirements			
A willingness to understand the Methodist Church systems and procedures		X	I
A commitment to supporting the mission, values, and work of the Methodist Church	X		A, I
Demonstrate an awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion	X		A, I
A commitment to continue professional development and to undergo any relevant training where appropriate and necessary	X		A, I
Willingness to work occasionally outside of office hours to attend Circuit Meetings and events	X		I
A driving licence and access to a vehicle for occasional travel within the circuit	X		A, I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)