



# Job Application Pack Operations Manager





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Post: Operations Manager  
Reports to: Principal  
Salary: £34,450

## WELCOME

Thank you for taking the time to read through this role description and person specification for the post of Operations Manager at Bristol Baptist College.

The College is a vibrant community of people, committed to following Jesus Christ and learning and growing together as they seek to respond to the call of God on their lives.

The aim of Bristol Baptist College is to share in the mission of God in the world through the formation of competent, passionate, spirit-filled and evangelical people for different forms of Christian ministry.

We seek to accomplish this by enabling our students to be disciples of Jesus Christ who love God, and who love and understand the Scriptures, the Church and the Christian faith. We help them to live in ways that authentically express this love and understanding. Our students communicate their passion for God within the church and beyond it; they are equipped to oversee and support the discipleship of others; they are team players who offer leadership to churches and to the wider community; and they participate in and to lead the tasks of mission. They are equipped to do this in churches of any tradition but we have a particular love for, sympathy for, affinity with and understanding of the Baptist tradition as it is expressed through the churches, associations, and colleges of Baptists Together (Baptist Union of Great Britain [BUGB]).

The College is looking to appoint a new Operations Manager who is a Christian<sup>1</sup> in full sympathy with the ethos and aims of the College, to work with the Principal and other staff to facilitate the smooth running and development of the College. The successful applicant will be part of the College's core team, working to respond flexibly to the challenges of current contexts in a way that is underpinned by the College's Christian ethos and core values. This is so the Bristol tradition of forming of Christian Ministers and training in Christian discipleship might be continued. You will be passionate about facilitating the work of the kingdom of God by enabling the College to maintain and develop its core work of training Baptist ministers and offering theological education at every level.

For more information on our aims and values please [visit our website](#).

## NEXT STEPS

We hope that you will take time to consider the information contained in the following pages. If you would like an informal conversation as you prayerfully consider things, please email me to arrange a mutually convenient time: [mordenp@bristol-baptist.ac.uk](mailto:mordenp@bristol-baptist.ac.uk)

Please note that the closing date for all applications is midnight on Monday 9<sup>th</sup> October 2023, with applications returned to [atkinsons@bristol-baptist.ac.uk](mailto:atkinsons@bristol-baptist.ac.uk)

Shortlisting will take place Tuesday and Wednesday 10 and 11 October and interviews will take place on Monday 16<sup>th</sup> October.

Start Date: To be Confirmed. We are keen for the successful candidate to start as soon as possible.

With warm best wishes,  
Peter Morden  
Principal

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<sup>1</sup> Paragraph 1, Schedule 9, Equality Act 2010 (OR)

## Job title: Operations Manager

**Salary:** £34,450 per annum

**Hours:** Full time, 35 hours per week, 5 days a week Monday to Friday.

**Location of Work:** Your normal place of work would be Bristol Baptist College, Duncan House, Clifton Down BS8 3NJ. The College building is usually closed on Mondays, so you would be required to work from home on those days. Some College events are held at other locations in Bristol and you would be expected to attend these.

**Responsible to:** College Principal

### Overview

Working with the College Principal, the Operations Manager will be responsible for managing the day-to-day operations and administration of the College's activities. Along with a small administrative team you will ensure the smooth running of the College in line with its Christian values and ethos, so that all students and staff are well supported.

### Main Duties and Responsibilities

This is a senior and central role in the life of the College, and the successful applicant will play a full part in College life, working closely and collaboratively with the Principal and the faculty. The main duties of the Operations Manager fall into several distinct key areas:

#### HR Management

- To lead, develop and motivate the support staff team, currently consisting of 3 administrators, 1 librarian and 1 College cleaner, so as to provide an outstanding level of service to students, academic staff and other stakeholders.
- To ensure good practice is followed in all personnel processes including staff recruitment, staff development and compliance with employment law, monitoring staff annual leave, sickness absence, undertaking staff annual appraisals, supporting performance management, accessing expert advice as needed.

#### Community Life and Student Relations

- Fully participating in and assisting with the development of the College's community life in line with its Christian ethos and values.
- Fully participating in and assisting with the worship life of the College.
- Playing an active part in regular management/leadership team meetings, this will include creating agendas (in conjunction with the Principal) and taking minutes, but will not be limited to administration and organisation.
- Managing the student application and interview processes and documentation.
- Responding to student queries relating to finance, support, and programmes of study.
- Arranging student accommodation during certain block weeks.
- Ensuring students are well informed about timetables, events and College life.

#### Compliance and Reporting

- Taking the lead in enabling the College to meet the requirements of government departments, the Office for Students, HESA, Student Loans Company, the Home Office, QAA, and validating Universities and their successor bodies, keeping up to date with changing regulation.
- Acting as Company Secretary and ensuring compliance with all statutory obligations, charity and governance good practice, serving meetings of the Trustee Board and other specific committees by preparing agendas, distributing papers and taking minutes.
- Acting as the College Data Contact, ensuring compliance with GDPR regulation.
- Acting as secretary for the Bristol Baptist Fund and Creed's Trust.

#### Events Planning and Management

- To oversee the organisation of specific College events, such as the end of year dinner, valedictory service, and study days.
- Organising the catering for College activities where this is required.
- Assisting in the organisation of an annual overseas trip, which may include booking flights, arranging insurance, etc.

### **Promotion & Social Media**

- To lead and manage the promotion and presentation of the College through digital and non-digital material.
- To foster external relationships through liaison with relevant universities, review bodies, Trinity College (our Anglican partner College), Baptist Regional Associations, BUGB, churches and individuals.
- Lead and manage the compiling and creating the biannual printed College newsletter.
- Lead and manage the updating of the College website.

### **Finance**

- To work with the Treasurer/Finance Trustee on all financial matters.
- To be responsible for student fee collection and record and to work with the Principal in setting appropriate fees.
- To form part of the bursaries allocations committee, ensuring students know how to apply, processing student applications, informing students of the outcome and processing payments as necessary. Ensuring good record keeping throughout the process.
- Approving invoices, expenses claims and payments in conjunction with the College Finance Officer.
- Monitoring and renewing the College insurance policy, ensuring it is meeting the needs of the College.
- Monitoring and having oversight of the tuck shop register and the petty cash register.

### **Facilities**

- Develop, implement and monitor effective maintenance and safety plans to ensure that the building is running safely and efficiently.
- Renew or retender facilities related contracts, including provision of services, utilities and maintenance, contracts and obtain quotes for one-off works.
- Act as the College's Health & Safety Officer, monitoring health and safety issues and compliance.
- Undertake annual reviews of staff workstations to identify and rectify any possible health and safety issues.
- Oversee the College's IT infrastructure and liaise with the IT companies providing services.
- To be one of the emergency out of hours contacts for the keyholding and alarm monitoring companies.
- Organise the Quinquennial building inspection every 5 years and lead on implementing any recommendations arising from the report.

### **Other Administration**

- Supporting the Principal in their administrative role and in specific projects and research.
- Be part of the keyholding team, drawing up the termly rota for opening and closing of the College building each day.
- Managing the College Microsoft 365 tenant, ensuring group distribution emails are up to date, and staff are able to access and use their accounts.

This is not an exhaustive list of duties and you may be asked to perform different duties commensurate with your grade, as necessary, due to your changing role and the overall objectives of the College

## Person Specification

**There is a genuine occupational requirement that the post holder is a Christian, Paragraph 1, Schedule 9, Equality Act, 2010 (OR)**

Factor	Essential	Desirable
A passion for the Kingdom of God and evidence of being fully supportive of the values, aims and activities of the College, and ability to help support and develop those values	E	
Educated to at least A level or equivalent	E	
Ability to work collaboratively and collegially as a team player as part of a leadership team in a Christian environment	E	
Ability to carry responsibility for important areas of compliance	E	
Evidence of thinking and acting strategically with respect to organisational development and change in a way consistent with our ethos and values	E	
Ability to think quickly and be effective in problem solving	E	
Be clearly focussed on tasks and objectives with a proactive approach to problems	E	
Ability to see the wider picture and have good attention to detail and a high level of accuracy in documentation and reporting	E	
Evidence of being able to process and produce paperwork effectively and efficiently	E	
Excellent communication skills, both written and verbal, with the ability to engage with and collaborate with diverse stakeholders such as Baptist Associations and College alumni	E	
Ability to work independently, prioritise tasks and meet deadlines	E	
Be sensitive to issues of financial and pastoral confidentiality	E	
Strong interpersonal skills with the ability to build strong relationships within a collaborative Christian environment	E	
Strong IT skills	E	
Previous experience of working in Higher Education		D
Previous experience in a management position		D

## HOW TO APPLY

Please apply using the application form that accompanies this pack.

As already stated, the closing date for all applications is midnight on Monday 9<sup>th</sup> October 2023, and applications should be returned to [atkinsons@bristol-baptist.ac.uk](mailto:atkinsons@bristol-baptist.ac.uk)