

## PERSON SPECIFICATION

**POST TITLE** Operations Manager (Cambridge Campus)

**TEAM** Cambridge Campus

	<b>Essential</b>	<b>Desirable</b>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>a) 5 GCSE at Grade C or above including Maths and English (or equivalent)</li> <li>b) 3 A levels (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>a) Admin qualifications/training</li> <li>b) Degree or equivalent qualification</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>a) Planning and Organisation of projects and events.</li> <li>b) Leading individuals and teams</li> <li>c) Managing, training, supporting staff and/or volunteers.</li> <li>d) Working in an office environment</li> <li>e) Providing general administrative support</li> <li>f) Using own initiative to take a task through to completion.</li> <li>g) Producing and maintaining accurate and detailed information.</li> <li>h) Working as part of a team.</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	a) Microsoft Outlook, Word, PowerPoint & Excel	a) Health and Safety b) Microsoft Dynamics c) Planning Center Online

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>a) Ability to see the big picture, but also care about, and pay attention to detail.</li> <li>b) Excellent people management skills.</li> <li>c) Ability to delegate and empower staff.</li> <li>d) Excellent written and oral communication skills.</li> <li>e) Excellent organisational skills</li> <li>f) Ability to prioritise and achieve deadlines.</li> <li>g) Good interpersonal skills</li> <li>h) Accuracy and attention to detail.</li> <li>i) Excellent administrative skills.</li> <li>j) Work under pressure to meet multiple deadlines.</li> <li>k) Maintain confidentiality.</li> </ul>	a) Financial management and control of budgets

	<b>Essential</b>	<b>Desirable</b>
<b>Other attributes</b>	<ul style="list-style-type: none"> <li>a) Committed Christian</li> <li>b) Respect the vision and values of KingsGate.</li> <li>c) Willingness to work in a flexible manner.</li> <li>d) Willingness to serve others.</li> <li>e) Initiative and enthusiasm</li> <li>f) Positive and friendly manner</li> </ul>	

This person specification was reviewed by Cambridge Campus Pastor in June 2024.

**KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.**