**CHURCHES TOGETHER IN SOUTH TYNESIDE**

**PERSON SPECIFICATION – OPERATIONS MANAGER**

This person specification sets out the skills, knowledge, experience, and attributes we are seeking in the successful candidate. Please refer to it when writing your application.

**Essential Criteria**

The successful candidate will be able to demonstrate:

**Experience**

* Proven experience in operations, charity administration or project coo rdination.
* Experience supporting or managing budgets and financial procedures.
* Experience implementing and maintaining policies, procedures and good governance.
* Experience working with volunteers or community groups.
* Experience of managing staff

**Skills and Abilities**

* Strong organisational and planning skills with the ability to prioritise and manage a varied workload.
* Excellent written and verbal communication skills.
* Ability to build positive working relationships with a range of people, including trustees, staff, volunteers and community partners.
* Proficient IT skills, including use of Microsoft Office and cloud-based file storage and social media channels.
* Ability to work independently and use initiative.

**Knowledge**

* Understanding of charity governance, safeguarding and GDPR requirements.
* Awareness of financial record-keeping and reporting.
* Knowledge of health & safety, insurance and risk assessment in a voluntary sector context.

**Personal Qualities**

* A flexible, “hands-on” attitude and willingness to get involved in day-to-day tasks.
* Commitment to the mission and values of Churches Together in South Tyneside.
* Reliable, trustworthy and supportive of inclusive and respectful practice.

**Desirable Criteria**

* Experience working in a church-based or faith-linked organisation.
* Familiarity with the needs of older people, people with dementia or those experiencing social isolation.
* Understanding of the local context in South Tyneside and the role of churches in the community.
* Experience using charity finance software (e.g. Sage, Xero, QuickBooks).
* Knowledge of website editing or basic social media skills.