

One Another®

Ministries International
Position Description for

Property and Office Manager

I. Position Overview

The property and office manager ensures the smooth and efficient functioning of the White House Ministry Centre in Cannock, England.

II. Overview of organization

- A. **Mission and strategy:** One Another Ministries exists to strengthen the witness of Christ's Church in the world by promoting long-term joy and effectiveness in the lives and ministries of international Christian workers. This is done primarily by providing professional training, consulting, counseling, and resourcing for the development and care of Christian mission organizations and their members, churches on the mission field and their leaders. Ministry is field-based in that it is normally offered as close to the point of need as possible, and normally provided on a short-term intensive basis.
- B. **Structure:** The organization's primary business address is in Orange, California USA. The ministry centre location in Cannock, England serves as a base of operations throughout Europe and the surrounding regions, with the possibility of other international ministry locations to follow.

III. Reporting relationship and working conditions

- A. Reports to the Executive Director.
- B. One Another team members function as a network of professional service providers, where ministry is carried out in a context of cooperation and mutual support, while working toward the ministry's common goals and with a shared commitment to excellence.
- C. Both individual initiative and team spirit are essential.
- D. May at times be required to work evenings and weekends to fulfill responsibilities.

IV. Key roles and responsibilities

The property and office manager does whatever is necessary to ensure the smooth and efficient functioning of the White House Ministry Centre so that the ministry can be carried out in a way that is effective and glorifying to God. This will include such things as:

- A. Property management
 - 1. Ensure that ministry centre property and grounds are protected, well cared for, maintained to the highest possible standard, and in compliance with all applicable laws and policies.
 - 2. Ensure that monthly requisition of anticipated expenses is prepared in a timely manner.
 - 3. Oversee property related staff, including maintenance supervisor, housekeeper and kitchen manager.
 - a. Supervise functioning of staff on a daily basis.
 - b. Ensure that employment contracts are current and accurate, and in compliance with all employment legislation, including annual adjustments to minimum wage.
 - c. Ensure that monthly and annual reports and payments are made both to the HMRC and to the employees themselves in a timely manner.

4. Oversee independent contractors and contract workers
 - a. Those contracted on an ongoing basis, such as gardeners, landscapers, window washers.
 - b. In conjunction with the maintenance supervisor, those contracted on an as needed basis, such as painters and repairmen.
 5. Ensure that all property related contracts are current and in the best interest of the ministry, such as electricity, telephone, internet, gas, water, insurance, exterminators, etc.
 6. Ensure the property complies with all legislation and taxes, such as business rates, Forestry Division fees, Environment Agency fees, Staffordshire Council, etc.
- B. Office management
1. Actively protect the best interest of the ministry.
 2. Promote a positive, encouraging atmosphere for all who interact with the ministry.
 3. Maintain official records and documents, ensuring protection of privacy and confidentiality, compliance with all legislation, and filing of any relevant forms or reports (e.g. to banks, Charities Commission, HMRC, etc.).
 4. Ensure that all ministry related contracts are current and in the best interest of the ministry, including such things as liability and property insurance, Border Authority sponsorship license, etc.
 5. Coordinate ministry master calendar.
 6. Manage memberships in professional and networking organizations (e.g., MissioNexus, Global Connections, Willow Creek, etc.).
 7. Provide hospitality for clients at ministry centre as needed.
 8. Participate in organizing and hosting seminars and conferences.
 9. Facilitate and assist when needed with all individual and team ministries, projects, and tasks.
 10. Create documents, forms, templates, etc. as needed by the organization.
 11. Ensure that IT and computer network, including wireless networking equipment, file servers, network printers, web-based email system, etc. are maintained and functioning properly.

V. Qualifications

- A. Appropriate training for area of ministry specialization.
- B. Evidence of personal faith in and commitment to Jesus Christ; knowledge of the scriptures and commitment to life consistent with the Bible; commitment to world missions; commitment to the development and care of international Christian workers.
- C. Commitment to One Another Ministries and its mission.
- D. Commitment to and evidence of consistently ethical behavior. Passion, integrity, positive attitude, and self-directed.
- E. Excellent interpersonal and relationship building skills.
- F. Strong written and oral communication skills.
- G. Strong skills in organization and planning.
- H. Evidence of adaptability, flexibility, tolerance, creativity, and innovation.
- I. Competent computer skills.