



OPERATIONS MANAGER

ST ANDREW'S CATHEDRAL

OPERATIONS MANAGER FOR ST ANDREW'S CATHEDRAL

Saint Andrew's Cathedral (SAC) is an Anglican church in Singapore which runs approximately 15 worship services each week. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes. SAC is located near the City Hall MRT Station, in the Central Business District.

The Operations Manager oversees the Cathedral's day-to-day operations and ensures the efficient and smooth functioning of all logistical and facility-related aspects. This role requires strong organisational ability, attention to detail, and a deep commitment to the Cathedral's mission and values.

DUTIES & RESPONSIBILITIES

Facility Management:

- Oversee the maintenance and upkeep of the facilities, including building, grounds, and equipment.
- Coordinate facility usage for various activities and events.
- Manage facility-related contracts and vendors.
- Develop and implement emergency preparedness plans.

Event Planning and Coordination:

- Work with Service Coordinators and Operations team to support the planning and execution of events, including worship services, conferences and community activities.
- Manage event logistics, such as scheduling, staffing, and resource allocation.

Communication and Relationship Building:

- Maintain effective communication with staff, volunteers, and congregants.
- Build and maintain positive relationships with community partners and stakeholders.
- Represent the church in a professional and positive manner.

REQUIREMENTS

- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Able to work independently and as part of a team.
- Proficient in computer software applications (Eg. Google Workspace)
- Experience in facilities management, event planning and coordination preferred.
- Commitment to the church's mission and values.

Interested applicants please write to: hr@cathedral.org.sg