



JOB DESCRIPTION

Title	Operations Manager
Reports to	Priest-in-Charge
Location	St Swithin's Church, Unit 7, Waterside South, Lincoln
Basis of Employment	Full time, 37 hours per week (Refer to page 4 for further information about working pattern, special requirements and remuneration package).

PURPOSE OF THE ROLE

The purpose of the role is to:

- oversee the operational and administrative functions of our growing church
- ensure that efficient structures and systems are in place to maximise our effectiveness
- mobilise and coordinate all available resources in the realisation of our vision: 'lives and communities transformed' and as a city centre resourcing church in the Diocese of Lincoln and in so doing, enable our pastoral staff to focus on ministry, discipleship and mission.

WHO WE ARE & CONTEXT FOR THE ROLE

St Swithin's is a vibrant and growing Anglican church in the Diocese of Lincoln. We exist so that people will encounter the LOVE of God, learn to LIVE more like Jesus, and GO in the power of the Spirit to see lives and communities transformed.

Our story so far is one of God's faithfulness. After dwindling to just a handful of faithful parishioners in 2014, St Swithin's was identified by the Diocese as a potential location for a city centre resourcing church and, at the invitation of the Bishop of Lincoln, a team from Holy Trinity Brompton (HTB) in London were invited to plant into St Swithin's. The plant team, including a small number sent from Alive church, officially relaunched St Swithin's in October 2014, with 30 people attending the first service. Since then we have seen significant growth and current attendance averages around 200 adults and 50 youth and children across our two Sunday services.

Looking ahead we have exciting plans for growth and our vision for the next stage is:

- to be powered by the Holy Spirit through prayer.
- To invest in younger generations.
- To resource beyond ourselves.
- To love the vulnerable in our city
- To grow the church.

This will be underpinned by our values of authentic community, costly generosity, creativity and quality.

We are currently out of our church building due to issues with the roof and are managing being in temporary accommodation whilst making ambitious plans to acquire new premises as well as in the longer term see the church bought back into use.

We are also looking to plant 2 churches in the next 5 years.

The Operations Manager will be critical to turning this vision into reality and be a member of the Senior staff team. We are seeking somebody whose faith inspires them to tackle big challenges, and to do so with a vibrant, Christ-seeking community. We can offer the experience of working in a strong, supportive staff team, where opportunities for training are encouraged and life in all its fullness is valued.

KEY RESPONSIBILITIES

STRATEGIC

- Work alongside the Priest-in-Charge & senior staff team inputting into the vision process. Develop operational plans to implement the strategic vision of the church with other staff and key stakeholders in the church family.
- Act as the key point of liaison between the priest in charge / staff team and the 'buildings for growth' project manager.
- Lead on, and contribute to strategic work streams and PCC subgroups
- Develop a communications strategy and stakeholder engagement plan to raise awareness of the vision of St Swithin's
- Support the Priest-in-Charge in developing with the Diocese a strategy for church planting and resourcing, in communication with CRT (church revitalisation trust) and the HTB network.

OPERATIONAL

- Building the organisation to ensure compliance and quality in the areas of Financial management, HR, Risk management, etc.
- Plot out and keep under review an annual plan for church events, programmes, services etc ensuring that quality, creative and timely planning takes place to enable staff to prepare and deliver services, activities and events to a high standard. Do the same for financial and governance processes to ensure compliance and that the focus on vision is maintained.
- Establish a communications strategy to ensure the effective use of communications within the church and external to the church, including the use of the website and social media.
- Lead on the development plan for use of facilities with other staff members, stakeholders and community partners.

ADMINISTRATIVE

- Oversee and ensure the smooth running of the day-to-day operations of the church office and other facilities.
- Oversee the management of the church database software (church suite) helping the staff team use it to greater effectiveness.
- Ensure the Priest-in Charge is supported with diary and email management.

FINANCIAL

- Implement and help lead the financial processes, controls, budgeting process and management of the church alongside the Treasurer and finance core group.
- Lead on the fundraising for the 'building for growth' project. This would include working with a PCC core group to research grants and write funding bids as well as developing individual giving campaigns.
- Oversee the processes associated with giving - including giving Sunday, thank you letters and gift aid claims.

HUMAN RESOURCES

- Recruit, train and manage operational/administrative/facilities staff and volunteers
- Develop and lead teams of volunteers.
- Manage the recruitment, selection, induction training and finishing of staff, oversee the payroll processes (payroll administered by the Diocese) and ensure staff holiday, absence from work etc. are recorded and monitored.
- Work with the HR subgroup of the PCC to ensure all contracts and job descriptions are kept up to date for existing staff and are issued to new staff.

PERSON SPECIFICATION

	Essential	Desirable
Faith	<ul style="list-style-type: none"> • There is a genuine occupational requirement to be a Christian. • A love for Jesus and belief in the relevance of the Gospel and power of the Holy Spirit • Committed to the re-evangelisation of the nation, the re-vitalisation of the church and the transformation of society and thus able to embrace the vision and values of St Swithin's 	<ul style="list-style-type: none"> • Understanding of Church of England structures • Presently active in a local church • Willing to become a member of St Swithin's
Education & Qualifications	<ul style="list-style-type: none"> • To degree level or equivalent or qualified by experience 	<ul style="list-style-type: none"> • MBA
Experience	<ul style="list-style-type: none"> • Experience of operational work at mid to senior level • Leadership of a diverse team • Budgeting and financial management skills 	<ul style="list-style-type: none"> • Experience of working within church or charity • Working with or leading voluntary teams • Experience in charity legislation and financial management • Facilities management • Risk assessment • Health & Safety policies and legislations • Good understanding of governance for charity/ church/not for profit organisations • Structuring of fundraising in multi-grant projects and management of individual giving programmes
Personal Skills	<ul style="list-style-type: none"> • Team leadership skills and people management ability • Ability to influence and implement change across an organisation • Ability to plan, prioritise, juggle completing priorities and work under pressure • A self starter who can take initiative and make things happen. 	
Project Skills	<ul style="list-style-type: none"> • Problem solving and ability to take initiative to solve problems • Experience of planning, implementing and completing longer term projects • Strong interpersonal skills, good communication skills including presenting publicly • Writing documents to explain proposals succinctly ensuring key facts are clearly demonstrated 	<ul style="list-style-type: none"> • Writing strategic business plans

General	<ul style="list-style-type: none"> • Competent IT skills including word processing, spreadsheets, databases, and presentations. Good working knowledge of MS Excel 	<ul style="list-style-type: none"> • Wider IT knowledge - design packages and website maintenance and design • Publicity & marketing skills
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CONTRACT	
Work Pattern	<p>As a Christian organisation, our faith is an integral part of our working culture.</p> <ul style="list-style-type: none"> • Standard working hours are 37 hours per week, to be worked 9am-5pm 5 week days with an unpaid 1 hour lunch break each day and occasional evening meetings during the week such as PCC/Trustees, working groups and Kingdom Come events. • There is an opportunity for flexible working with exact days and times to be worked out with the successful candidate, with Tuesday being a definite work day. • You may be required to work additional hours to your normal hours per week, from time to time, with reasonable notice, to meet the needs of the organisation. • There is an entitlement and expectation to take at least one day off each week. • It is expected that the post holder will play a key role on Good Friday, Easter Sunday and Christmas Day. In addition, attending the HTB network annual big day in, Leadership Conference and Focus holiday week are also requirements of the role.
Salary	The salary for this role is circa £28,000, commensurate with experience
Pension	There is a Church of England workplace pension scheme with 3% employer contribution
Holiday	5 weeks annual leave in addition to declared bank holidays.
Travel	None on a day to day basis. Occasional travel for team days, conferences and training.
Development	<p>There is an expectation that the post holder will:</p> <ul style="list-style-type: none"> • seek and attend relevant and appropriate ongoing development and training to support them in the role • have and be accountable to a mentor/spiritual director outside the parish, whom they see at least termly • take a termly retreat day in order to reflect, recharge and spend time with God

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.