

St Saviour's Hanley Road

Operations Manager (Fixed Term)

Phase 1: May 2019 to October 2019 (employed by KXC)

Phase 2: November 2019 to July 2021 (employed by St Saviour's Hanley Road)

Job Description

Title	Operations Manager
Reports to	Matt Seymour
Location	St Saviour's, Hanley Road + King's Cross Church offices
Salary	Phase 1: 3 days a week, 21 hours, £30,000 pro rata. Phase 2: 3-5 days a week, 21-35 hours, £30,000 pro rata. Note that both phases are likely to include Sunday working.
DBS required?	Yes
Contract	Separate fixed-term contracts for Phase 1 and Phase 2

Role context	St Saviour's Hanley Road is in an exciting process of a 'Church Graft'. The current congregation of 40 are being joined in September 2019 by a team from Kings Cross Church, under the leadership of Matt and Anna Seymour, supported by Pete and Bee Hughes and the KXC staff team. We are anticipating an exciting revitalization of the church that is likely to include significant refurbishment and redevelopment of the site and church buildings in the next 5-10 years.
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Role purpose	The purpose of the role is to assist the Leadership Team by taking responsibility for the overall development and management of operations as well as HR and day to day oversight of finance for St Saviour's thereby enabling ministry and pastoral work to be the most effective it can be. The role will be vital to supporting the strategic planning of the church in its start-up phase with scope for creative input in terms of ministries, culture, space and structures.
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Phase 1 – May 2019 to October 2019

<p>Responsibilities</p>	<p>Operations:</p> <ul style="list-style-type: none">▪ Support the Buildings Team in developing concepts and supporting fundraising opportunities.▪ Manage the conversion of the vicarage to create kids rooms and office space.▪ Support the establishment of a PCC, registered charity, and bank account.▪ Arrange sufficient building and organisational insurance.▪ Manage transfer to new utility suppliers.▪ Update the lighting in the church to improve energy efficiency.▪ Manage existing tenants and ensure the church is ready for occupation in September 2019.▪ Set up ChurchSuite and Xero software. <p>Communications</p> <ul style="list-style-type: none">- Update the existing St Saviour’s website to support the new team in September 2019. <p>Governance:</p> <ul style="list-style-type: none">- Arranging regular meetings of the PCC and standing committee, preparing agendas, papers and minutes- Reporting to Charities Commission and Diocese of London on behalf of PCC
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Phase 2 – November 2019 to July 2021

Responsibilities	<p>Operations:</p> <ul style="list-style-type: none">▪ As a key member of the leadership team, contribute to strategic conversations concerning the life of the church as it begins to form as a new congregation.▪ Oversee the day-to-day operations of St Saviour's. Including events diary, church buildings, equipment, finances and Human Resources.▪ Human resource management of office staff;▪ In conjunction with the Treasurer, financial oversight of the accounts, including budget management, and payroll. Note that this will supported by the finance team at KXC.▪ Develop, implement and oversee systems and operations to ensure the smooth running of church and office activities;▪ Coordinate and oversee the maintenance activities and site maintenance and use of St Saviour's, liaising with a buildings team. This may include creative input into the plans and exploring grant opportunities for the longer-term refurbishment and redevelopment of the site.▪ Ensuring IT and operational systems support the efficient running of the office;▪ Ensure the organisation and storage of information (both electronic and hardcopy) in line with the churches policy and responsibilities under the Data Protection Act.▪ Maintain the budget, keeping within agreed parameters and ensure efficient management of resources.▪ Ensuring the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance, data protection working <p>Communications</p> <ul style="list-style-type: none">- Develop a branding and communications strategy, drawing in expertise as necessary, to clearly communicate the vision and life of the Church.- Set up and maintenance of website and social media <p>Governance:</p> <ul style="list-style-type: none">- Arranging regular meetings of the PCC and standing committee, preparing agendas, papers and minutes- Reporting to Charities Commission and Diocese of London on behalf of PCC
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Essential Skills	<ul style="list-style-type: none"> - Strategic thinker - A self-starter able to work on own initiative, to identify problems and find solutions quickly - Good with people, able to work as a member of a team as well as delegate to get the job done - Willing and able to learn new skills as required - Ability to prioritise under pressure with competing demands - Project management skills - Excellent communication skills both written and oral - Excellent organizational and administrative skills - High attention to detail - Budget management - Work to targets and meet deadlines - Computer literate with Microsoft Office packages (e.g. Word, Excel, Email)
Desirable Skills	<ul style="list-style-type: none"> - Practical experience in working in a church - Ability to work flexibly responding to church calendar and events
Safeguarding	The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance.
Work Expectations	<ul style="list-style-type: none"> - Phase 1: 3 days a week, 21 hours. - Phase 2: 3-5 days a week, 21-35 hours . - 22 days paid holiday pro rata (bank holidays in lieu if required), plus 3 days at Christmas. - The role holder will need to be available to work key dates and events including Annual Parochial Church meeting and PCC. - Attend weekly staff meeting - It is expected that staff members will be active members of St Saviour's including Sunday services
Occupational Requirement	This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate, if not already, attends St Saviour's.