

## All Saints' Church, Sedgley

### JOB DESCRIPTION

Title:	Operations Manager
Responsible to:	Parochial Church Council (PCC)
Line Manager:	Team Rector and Renewal Leader
Hours of work:	18 hours per week (working pattern to be agreed). This role will involve some evening and weekend working as part of the normal hours. So, flexibility in working outside normal office hours will be essential. This is a 4 year, fixed-term contract
Leave:	25 days per annum + statutory days (pro-rata)
Location:	Predominantly with All Saints and some home working
Salary:	£32,000 pro-rata + pension contribution

### Background

We have recently been successful in securing funding for this position from the Church of England's Strategic Mission and Ministry Investment Board (SMMIB). This in partnership with the Diocese of Worcester as part of the Transformation Strategy and its investment in Renewals.

All Saints, Sedgley has been identified as a Renewal Church and is on an exciting journey to become a more vibrant and larger church that is welcoming of all, especially children, young people and families, and serving the needs of the local community.

The Operations Manager's work will support much of the ministry and activities of All Saints and the wider parish of Gornal and Sedgley, and will evolve as the renewal develops. The successful applicant will therefore need to be flexible in both their approach and working hours.

You would be joining a group of employed Operations and Project Managers throughout the Diocese and would therefore benefit from:

- Regular team meetings offering prayerful support, the sharing of resources and ideas, and training
- Support from the diocesan Renewals Programme Manager

### Overall Objective

The role will provide essential operational support to ensure the smooth delivery of the renewal project. It will also help secure the long-term impact of the project by developing and embedding operational systems and processes that are efficient, effective, and sustainable. These systems will benefit All Saints and the wider parish during the period of the fixed term contract and beyond the funded period of the renewal.

## Key Responsibilities

- Strategic Operations Development
  - Review existing policies, procedures, and systems across administration, communications, finance, and building use at All Saints
  - Develop, implement, and maintain efficient operational systems, policies, and procedures to support the mission and ministry of the church
- Systems and Data Management
  - Assess, recommend, and implement appropriate IT and administrative systems to support church operations and the delivery of the renewal project
  - Ensure robust data collection, monitoring, and reporting systems are in place to meet the requirements of the renewal project (including for SMMIB monitoring purposes)
  - Monitor progress towards key project milestones and contribute to regular project progress reporting
- Communication and Promotion
  - Oversee the church's digital communication, including social media and website, ensuring clear and effective communication of the church's activities and renewal project developments
  - Produce publicity and communications materials, as appropriate, to promote church activities and hall facilities
- Financial Administration
  - Work closely with the DCC Treasurer and Diocesan finance teams to support budget monitoring and financial reporting for the renewal project
  - Ensure financial policies and systems are efficient and transparent, including oversight of planned giving data and income/expenditure tracking
- Recruitment and Training
  - Support the ministry team in the recruitment, induction and training of volunteers and paid employees.
- Building and Asset Management
  - Work with volunteers and the District Church Council (DCC) to ensure the church building and hall facilities are well-maintained, safe, and ready for both church activities and external hirers
  - Identify opportunities to leverage the church's buildings and assets to support both mission and income generation
  - Support the DCC Treasurer in seeking external funding for church and hall maintenance and development

## Person Specification

### Experience

- Experience in an administration, operations or comparable role (E)
- Experience of developing and implementing administrative systems and procedures (E)
- Experience in financial administration and budget monitoring (E)
- Experience in managing or updating websites and engaging with Social Media platforms (D)
- Experience of supporting recruitment, induction and training processes (D)
- Experience of managing or coordinating volunteers (D)
- Experience of working in a non-profit environment (D)

### Skills and Abilities

- Excellent organisational and administrative skills (E)
- Strong IT skills, including confidence in using Microsoft Office and data management systems (E)
- Knowledge of UK General Data Protection Regulations (GDPR) (E)
- Ability to communicate clearly and effectively, both verbally and in writing (E)
- Ability to manage multiple priorities and work to deadlines (E)
- A proactive, problem-solving approach (E)

### Personal Attributes

- A team player with a collaborative and flexible attitude (E)
- In sympathy with, and with an understanding of, the vision, mission and values of the Church of England (E)
- Willingness to work occasional evenings and weekends as required (E)

E – Essential Criteria

D – Desirable Criteria

### ***Safeguarding***

The PCC of Gornal and Sedgley is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.