



St Mary's Church of England Church, Market Drayton

Operations Manager

Job description and Person Specification

Context:

St Mary's church is located at the heart of the market town of Market Drayton in North Shropshire. It is part of the Church of England (Anglican Church) in the Diocese of Lichfield, in the Bishop of Shrewsbury's Episcopal Area.

In Christ's name, we seek to welcome all, to lead people in Market Drayton to know Jesus, to love Jesus and to live for Jesus. St Mary's with the support of other local churches, runs a Foodbank, a Debt Centre and supports in many ways, not least in prayer, both the local and national and international community.

Role purpose

The post of Operations Manager is a new appointment for St Mary's and an exciting opportunity for an experienced operations leader to provide additional support to the Incumbent, Church Wardens and PCC and to help devise and drive forward our plans and strategy for the future.

The successful candidate will be a committed Christian with a proven track record of successful operational leadership at senior level – ideally in a charity or church-. They will have expertise in a range of operational disciplines and access to specialist input if needed. Candidates need to be clear thinking, confident Christian leaders who possess mature people skills, are able to influence, prioritise and delegate in the busyness, joys and sorrows of church life.

They will responsible for the smooth operational running of the Church Office and of the administration which underpins and empowers the wider work of St Mary's Church in support of its many different areas of ministry and mission.

The opportunity for the role to expand in supporting the churches within the deanery is a direction in which the PCC would like to move. This is an area for potential development.

Job Description

	Main responsibilities
1	Church Office. To oversee and line manage the Church Office team and manage the financial and administrative systems of the church resulting in clear and effective

	<p>communications (internally and external to the church) and a coherent and highly organised system.</p> <p>To hold overall responsibility for the church's information and technology systems, including PA/AV systems Microsoft 365 and to research, identify and deploy appropriate software to enhance the church's communications and ensure compliance with GDPR.</p>
2	<p>Governance.</p> <p>To ensure that all areas of the ministry of St Mary's comply with and operate within charitable governance regulations.</p> <p>To be responsible for the undertaking, completion and delivery of Risk Assessments on the premises and for in-church events (including eg Covid compliance etc).</p> <p>Insurance and liability: to ensure policies are up to date / best value / comply with diocesan and legal requirements.</p> <p>Supporting the Safeguarding Officer in their work for the Church. (eg DBS checks/safe-guarding issues etc)</p> <p>To ensure governance and administrative support is provided to the PCC.</p>
3	<p>People and personnel management</p> <p>To ensure that the church is an outstanding employer, operating to a high standard of compliance with relevant personnel regulatory frameworks.</p> <p>To line manage the church administrator; Parish Rooms staff; Cleaning staff; Verger, ensuring support and effectiveness in roles is maintained and achieved.</p> <p>To be a point of reference for Personnel issues</p> <p>To develop the Staff Handbook</p>
4	<p>Church services and events:</p> <p>To co-ordinate operations support for major festivals, services and events and to ensure that there is operations support available to congregation led activities and projects.</p>
5	<p>Financial management</p> <p>Responsible to and working with the Honorary Treasurer to ensure financial strategy is implemented robustly.</p> <p>To oversee the day-by-day financial life of the parish, working alongside and supporting the existing finance team who have the accountancy function.</p> <p>To be ex-officio member of the Finance Committee.</p> <p>To co-ordinate the preparation of the budget and financial reporting to the Incumbent, Church Wardens and PCC.</p> <p>This might include, depending on an individual's experience, facilitating the budgetary process</p> <p>Overseeing major fundraising initiatives, including where appropriate (as agreed by Standing Committee/PCC) to apply to external funders for funding for particular projects and ministries.</p> <p>To co-ordinate the church's internal salary process</p> <p>Liaising with our accountants, Stubbs Parkin and South, who are also our auditors.</p>

6	<p>Premises and Property Management</p> <p>Ensuring, with the Churchwardens, that the church's buildings and assets are effectively cared for, and that all the church's activities comply with the appropriate regulatory frameworks. (e.g. assist with faculty applications, overseeing repairs and maintenance)</p> <p>To ensure appropriate supplier management and procurement, and line manage the Church Verger and cleaning staff.</p>
7	<p>Parish Rooms</p> <p>Line-manage the Parish Rooms Team</p> <p>Chair the Parish Rooms Committee</p>
8	<p>To undertake any such other tasks as may be deemed necessary by the incumbent or churchwardens/PCC</p>

Person Specification

	Essential	Desirable
Skills	<p>Proven management experience, both as a team player and leader and of managing staff and volunteers. Exceptional interpersonal and communication skills</p> <p>Excellent IT skills</p>	
Knowledge and experience	<p>Current working knowledge of computer / ICT systems (preferably Microsoft Office 365)</p> <p>accountancy procedures and employment law.</p> <p>Proven ability to work under pressure and meet tight deadlines.</p> <p>Able to prioritise and delegate</p> <p>Maintain good boundaries</p> <p>Experience of managing and leading change successfully with staff and volunteers</p>	

	A commitment to personal growth and development.	
Qualifications, certification and training (relevant to role)	Appropriate professional qualification / certification	Post graduate professional qualifications
Church leadership	A committed Christian holding beliefs that are in line with the vision and values of St Mary's Market Drayton Demonstrable experience of Christian leadership	Experience and understanding of the operations of the Church of England Experience of operating within the area of leadership within the church

Main terms and conditions:

The contract is for 4 days (30 Hours) per week with certain flexibility of hours. Remote working is negotiable. It is the expectation a minimum of 3 working days will be in the church office.

Remuneration £25,000 pa (St Mary's operates as part of the NEST pension scheme)

Annual leave: 23 days plus Bank Holidays (when part of your working week).

DBS: The appointment is subject to the candidate obtaining an Enhanced Disclosure form the Disclosure and Barring Service.

Occupational Requirement: The post has an occupational requirement for the post holder to be a practising Christian and eligible to work in the UK. (Proof of this will be required prior to appointment).

Any appointment is subject to satisfactory references.

More information and application details can be obtained from:

The Church Administrator at: stmarysmarketdrayton@gmail.com

Or by calling: St Mary's Church Office: 01630 653505

Any questions about the role please contact:

Maggie Everett (Church Warden): maggieaeveryett@gmail.com or call: 07718209496