



TELFORD MINSTER

Operations Manager and Executive Assistant

OVERVIEW

- Line Manager:** Church Leader
- Reports to:** Church Leader and Vision Team
- Location:** Central Telford
- Work Pattern:** 35 hours per week, worked flexibly around requirements of individual and needs of Telford Minster
- Annual Leave:** 25 days (175 hours) per annum plus bank holidays and any applicable Christmas shut down.
- Salary:** £24,439 - £26,500, depending on experience.

Working hours are full-time, Monday to Friday, with occasional weekend requirements. Where additional hours are required for such events, these can be reclaimed as TOIL.

ABOUT TELFORD MINSTER

Telford Minster is a new Bishop's Mission Order Church plant into the town of Telford. The pattern of meeting for the Church will be both gathered and dispersed. Gathered at the Telford Minster space in Telford town centre and dispersed across Telford in homes and community buildings.

Our long-term outcomes as a new Church are very ambitious and include having gathered regular attendance of 300+ new disciples; a flourishing presence in 4-6 secondary schools; creation of a network of 4-6 missional congregations; building ecumenical relationships; the development of 12 non ordained leaders across the missional congregations and to be financially self-sustaining and contributing into the Diocese by 2026.

OUR VISION

Telford Minster is a new Church called by Jesus to love Telford. We're on a journey led by the Holy Spirit to see Telford Minster established in the town centre, with a network of Villages and new Community Churches across the whole town. These will be places of relational belonging, generous welcome and transformational encounter with Jesus. We aim to be radical apprentices of Jesus, nourished by the Word and the Spirit.

ABOUT THE ROLE

As Operations Manager and Executive Assistant, you will help achieve the outcomes by working closely with the clergy and staff by being responsible for ensuring the smooth running of all operational activities at Telford Minster. This includes managing the building & facilities, organising church programmes & events, ensuring policies & procedures are both fully compliant and enforced, managing the church office, and managing the Telford Minster and operational budgets.

It is envisaged the role will have a 80/20 split between the Operations Manager and Executive Assistant roles, but the ratio will change to manage the demands of the Minster.

www.telfordminster.org.uk

Registered Charity No. 250157

Telford Minster, Southwater Square, Telford, TF3 4HS





KEY RESPONSIBILITIES

Operations:

- Be the key point of contact for Telford Minster and person responsible for the administration of all bookings, hirings, and usage of the central building.
- Be responsible for the general administration of the church and proactive in the development of a team of volunteers to serve in delivering those tasks.
- Management of health and safety, security, servicing, maintenance, and cleanliness of the central building, including management of any applicable key service contracts.
- Provide support to Telford Minster Finance Team by managing the church's finances, bank accounts, budgets, bills, licenses, and providing detailed accounts to the Project board and Vision team as required to help them make informed decisions.
- Ensuring policies and procedures are created, fully compliant and enforced for; H&S; Risk Assessments; Fire Safety; Food hygiene; GDPR and other necessary policies as required.
- Line-manage and mentor Operations Discipleship Year students when in post.

Executive Assistant:

- Help manage the Church Leader/Clergy's diaries and church calendar, ensuring that wider team have visibility of future meetings and events.
- Carrying out administration duties as required by the clergy and staff, as agreed by the Church Leader.
- Act as a point of contact for Telford Minster and the Church Leader with regards to phone calls and email traffic.
- Responsible for minute taking of meetings where required by Church leader.

ABOUT THE PERSON

Essential skills and qualities in the successful applicant to the role will include:

- It's an occupational requirement to have an active Christian faith and be passionate about the mission of Telford Minster to see people in Telford being brought to Christ.
- It is hoped that you would be an active member of the Telford Minster family.
- You would be a logical problem solver who has proven ability to manage and prioritise changes in workload effectively.
- Good working experience of using Office365 programmes as well as willingness to learn how to use other software like MFAOL and ChurchSuite.
- Excellent written and oral communication skills for a variety of audiences - church members, volunteers, community partners and other key stakeholders.
- Proactive and willing to learn and develop new skills.

It would help, but isn't essential to have:

- Previous experience of working in a similar administrative/organisation role.
- Some experience of working in a church setting.
- Experience of working with commercial business partners.
- Understanding of Church of England structures.

Applications to be submitted by 12pm Sunday 31st July, to matt.beer@telfordminster.org.uk

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