



Operations Director Job Description

Responsible to: Vicar - Simon Kirby

Liaises with and supports: PCC, Parish Office Admin Team, Children and Families worker, Minister in Training, Church Centre Committee, Wardens, Hub & Connect Leaders, Interns and any future staff team.

Main Purpose of the Role: To provide operational support in assisting the Vicar to deliver the vision of the Church.

Salary: 27-33,000 Depending on Experience

Hours: Full Time (40 hours) Some weekend and evening duties are involved, and Sunday will be a part-work day, but there will be appropriate time off to account for this.

Key Objectives:

- To assist the Vicar with setting strategic goals and delivering the vision of the Church.
- To help recruit, support and train staff. To support and assist the staff to achieve their goals. To be committed to teamwork with the rest of the church staff.
- To support team leaders of volunteer groups and serving teams within the Church.
- To be thoroughly involved in the wider church activities and attend services.
- To rigorously pursue good connection, communication, understanding of roles and good relationship between the PCC, Strategic Development Group, Hub Leaders, Connect Leaders and wider church.
- To oversee the organisation of some church events.
- To undertake any other duties that further the overall objectives of the post and the ministry of St Mary's Cogges, as the vision and direction of the church develops and changes over time and as directed by the Vicar.



Key Responsibilities:

Strategic Leadership

- To support the vicar in developing and implementing church vision and strategy. This aspect of the role includes membership of Strategic Development Group (SDG).
- To have a role in identifying and developing leaders of all kinds within the church and actively seeking opportunities for them to serve and express their gifts.

Human Resources

- Work in collaboration with the Vicar and Treasurer and the finance team in implementing statutory requirements with regards to Human resources, including SMP, SPP, staff absence or disputes; Childcare allowance/ tax credit, pension and PAYE.
- Including updating staff policy and implementing the policy.
- Supporting and encouraging staff and in collaboration with the Vicar, working with review process to consider training and development needs.

Manage Church Facilities

- To oversee the health and safety, fire safety and access & security of the church buildings with the assistance of the Wardens and Church Centre Committee.
- To oversee care of the Church equipment and furniture, phones systems, IT/AV, maintenance & music equipment in collaboration with Worship Team and Service Production Team.
- Manage service & maintenance contracts with the assistance of Wardens and Church Centre Committee.
- Oversee the procurement process of goods and services of the church in conjunction with the Office manager.
- Responsible for annual diocesan review together with the Vicar and Wardens.
- Oversees Quinquennial review, general building maintenance and new construction projects such as old school house and car park, in conjunction with Wardens and project team.

Special Projects

- Assist with leading and co-ordinating new projects such as Old School house development, and Beyond The Lychgate project.
- Facilitate in conjunction with the Vicar the process of consultation and liaison with external professional teams for special projects.
- Assist with communications to Church family regarding project updates.



Fund Raising

- Oversee the external fundraising project for Beyond The Lychgate and any other special projects, liaising with volunteers and professional team.
- Assist with communications to Church family regarding fund raising updates.

Finance

- In conjunction with the Treasurer, Vicar and the finance team, assist with budget setting and monitoring and strategic planning for annual budgets.
- Assist Hub and Connect leaders with budgeting if needed.

Serving Teams and Volunteers

- Oversee any 'staff team volunteers' helping to manage their goals and ensuring on-going relevant training and encouragement.
- Helping team leaders across all areas of church life with recruiting, training and encouraging individuals in serving teams.

Service Development

- Ensure that everything necessary is provided for the Church's worship and special services in conjunction with the parish Office.
- Help the Vicar along with the SDG to explore, consider and plan for the future development of our Church services.
- Help with consultation and clear communication to the Church family about service development.

Communications

- Liaise with the Vicar, SDG and Communications Hub to continuously improve and develop the information provided through the website and other media. Including the church calendar, and Hub and Connect Group profiles, as well as any event information, bookings and advertising.
- Work with our data base provider to develop the data base to make best use of the information we hold.



Character, Competencies & Experience

Person Specification

Essentials

- A person of integrity with a godly character, prayerful, seeking to live under the authority of the Bible, servant-hearted and a team player, with a history of church service.
- Experience of developing and maintaining operational policies and procedures.
- Experience of a flexible approach managing a wide and varied workload, prioritising and delegating accordingly.
- Significant strategic business experience with the ability to both develop strategies and execute action plans to deliver the Vision.
- Confident self-starter, proactive and able to set priorities; must be a problem solver, able to efficiently cut through issues and identify how things can be done effectively.
- Team leader experience with the ability to collaborate with, motivate and empower others; experience of managing other people (including volunteers) and deliver on agreed outcomes; able to delegate effectively.
- Proven planning, implementation and review skills.
- An excellent communicator, both verbally and in writing; able to establish and execute a communications plan, facilitate meetings and present effectively to groups.
- Strong ability in the field of analysis and ability to clarify complex ideas and deliver to a variety of audiences.
- Proficient user of IT, fluent in use of MS Office software including Word, PowerPoint and Excel.
- Financially literate; able to work in close conjunction with the Treasurer in the management and deployment of the church's financial resources.

Desirable

- Formal project management background with track record of delivery.
- Knowledge of the Church of England, local and Diocese structures and processes.
- Educated to degree level or equivalent.

How to apply

In the first instance please contact Rev Simon Kirby for a conversation about the post simon@coggesparish.com before 5pm on Tuesday 19th May.