

# Grace<sup>+</sup>church

## Job description

### 1 Job Title: Operations Manager

### 2 Purpose of Appointment

The main purposes of this appointment are:

- to plan, organise and deliver operational, logistical and administrative support to the ministries of Grace Church Muswell Hill ("Grace Church") and St Peter le Poer ("St Peter's")

"part Operations Manager, part Office Manager, part assistant to the Minister"

- to provide transitional support to the process of bringing Grace Church and St Peter's together

The purpose of this role is not to do everything, but to co-ordinate the activity of the church family, so as to enable the body of Christ, the church, to use its God-given gifts to the full.

### 3 Context

Grace Church is a Church of England church, operating under a Bishops Mission Order. Since 2012 Grace Church has met in the parish church of St Peter's, at Albion Avenue, N10 and has become increasingly connected and embedded in the local area. More recently, Grace Church and St Peter's have agreed to operate as far as possible as one church, under the leadership of a shared minister, and are increasingly integrating ministry, operations, administration and governance. Sunday attendance across both congregations prior to the outbreak of COVID was around 90-100 adults and 20-25 children.

The role of Operations Manager has arisen out of a desire to provide enhanced operational and administrative support to a growing ministry, at the same time as supporting the integration of the two churches. The post holder will be employed by Grace Church but will work for both churches.

The area in which Grace Church and St Peter's are established is mixed in terms of its social demographic. It displays an increasing diversity of population - an increasing number of those coming into contact with the church do not have English as a first language. There is a wide range of nationalities from Eastern European, Russian, Asian, African and Middle Eastern backgrounds.

As COVID restrictions ease, we are planning a busy autumn programme of outreach, worship and discipleship.

## 4 Primary Relationships

The Operations Manager's main working relationships will be:

- with the Minister - the Operations manager will be directly responsible on a day to day basis to the Minister in Charge, Revd Philip Sudell, meeting regularly with the Minister to plan future activities, prioritise tasks, and ensure deadlines are met
- with the staff team - the Operations manager will attend the weekly staff meetings and participate in staff bible study and prayer
- with the members of the church family
- with members of the public
- with partners and suppliers, including the Diocese of London
- with the Church Councils of both churches, who are actively involved in the ministry, as well as the formal governance of the churches

## 5 Main Responsibilities

The Operations Manager's main responsibilities will be to:

### ***Planning***

- Support the minister and church in annual, termly and weekly planning -
  - managing the church diary and having oversight of the minister's diary
  - understanding the link between mission goals and planned activities
- Ensure all rotas are populated
- Ensure all necessary risk assessments are completed

### ***Transition / Integration***

- Plan and implement the transition to one set of operational and administrative processes, in so far as that is possible

### ***Event management***

- Plan and organise 'set up' for all / designated events - including personnel, buildings arrangements, comms, tech, any other facilities, H&S etc
- Develop systems and processes to simplify and error proof 'set up'
- To be the person with day to day responsibility for implementing Health & Safety policy in all of Grace Church / St Peter's activities

### ***Social media***

- Co-ordinate Grace Church / St Peter's online presence / ministry, with overall, editorial responsibility for everything going out on social media channels

### ***Communications***

- Manage regular communications with church family and other key stakeholders
- Prepare communications materials

### ***Building management***

- To support the Building Committee and either support or take on implementation of agreed action, as necessary
- To be responsible for day to day upkeep and cleaning
- Support the management of hall lettings and related income, in conjunction with the St Peter's PCC
- Ensure adequate insurance is in place, in conjunction with the Building Committee and the Treasurer

### ***Support systems***

- Run the office - ordering, licences, registers, returns, correspondence, etc
- Provide administrative support to the Church Safeguarding Officer and the Council lead for Health & Safety, including processing DBS checks, maintaining necessary records, collecting volunteer agreements
- Lead on data protection, ensuring systems and processes are compliant with GDPR
- Act as Systems Administrator of key systems - website, Churchbuilder, etc
- Manage hardware and software provision

## **6 Key skills**

The key skills needed are:

- An ability to plan, organise, delegate and deliver on time
- An ability to get things done through other people, whilst treating them at all times with kindness and respect
- A demonstrable ability to manage modern tech systems **plus** the ability and willingness to learn more as required
- A commitment to safeguarding children and vulnerable adults

## **7 Attributes**

The key attributes needed for this role include:

- A mature Christian, as indicated by a pattern of both worship and lifestyle
- With a heart for the mission of Grace Church (see "[Our Beliefs](#)") and St Peter's
- The confidence to take the initiative and to 'steer' others
- An eye for detail and a 'completer finisher'
- Able and willing to work with and as part of a team

We welcome applications both from more mature applicants who have relevant experience from previous employment or from younger applicants who have a natural aptitude for the role and are excited about the prospect of developing their skills.

This role is integral to the ministry as well as the administration and governance of Grace Church and St Peter's. It is important that the Operations Manager is able to represent the mission and values of the churches in all aspects of the role and there is therefore an Occupational Requirement for the post holder to be a practising Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

## **8 Working hours and terms and conditions**

We envisage that this role is likely to need someone working full time (35 hours per week) or near full time, to fulfil the responsibilities of the role. However, we are also open to considering part-time or job share arrangements.

Full terms and conditions will be set out in the contract of employment and associated policies and procedures, but include:

- A salary in the range of £23,000 - £30,000 per annum, depending on qualifications, skills and experience
- An employer pension contribution of 5% of salary
- Five weeks paid holiday
- Enhanced sick pay

This appointment is subject to:

- A clear disclosure from the Disclosure and Barring Service
- Proof of eligibility to work in the UK