

St Nic's Durham

### **Church Operations Manager**

Contract: Permanent (subject to completion of 6 month probationary period)

Work Pattern: 32 Hours per week (0.8 FTE) Some weekend and evening duties are involved and Sunday will be a part-work day.

Salary: £22,500 (Pro Rata £19, 000)

Occupational Requirement: Practising Christian

Location: St Nic's Church, Market Place, Durham.

### **About us:**

St Nic's is an open evangelical church based in the heart of the City of Durham. As part of the Church of England we have a diverse community of 300 regular attenders across all age ranges. With a recently appointed Vicar and a newly agreed Vision we have created this role as part of our journey as a growing community centred around Discipleship, Evangelism, Justice and Service.

### **The Person:**

We are seeking a faithful, enthusiastic and motivated Church Operations Manager who will be committed to the flourishing of the Church of God in our city of which St Nic's is just one part.

A confident self-starter, proactive and able to set priorities; we are looking for an experienced administrator and problem solver, able to efficiently cut through issues and identify how things can be done.

Excellent communication skills will be accompanied by fluency and literacy in both digital tools, alongside the ability to further learn and develop these skills.

As a practising Christian, the Operations Manager will be part of our worshipping communities seeking to make real the recently adopted vision of the church. As a new role the responsibilities may change as the job evolves in consultation with the post-holder.

### **Job Description:**

To enhance the life of St Nic's Church through effective communication, planning, management, coordination and administration. Working closely with the Vicar and the Church Wardens in the leadership of the church and delivering the strategic direction agreed by the Church's Council.

This is a key role serving and enabling St Nic's in its mission and recently agreed Vision, initiating and maintaining support systems and strategies to help the church become more effective in its life and mission.

## **Responsibilities:**

The postholder will be a key member of the leadership team responsible for the day to day administrative management of St Nic's and part of the implementation team of our recently adopted Vision.

Working with a part time PA/Administrator the postholder will be responsible for each of the key tasks set out below. It may be that these are achieved through the coordination of volunteers or staff but this role is ultimately responsible for ensuring they happen.

## Key Tasks:

### Church Leadership Support

- In liaison with the Minister, plan termly programmes and manage execution with other staff or volunteers.
- Play a key role in the leadership team meetings, turning vision into reality and advising on operational implications.
- Encourage active involvement from members of the church in the life of the church.

### Church Life

- Ensure the smooth running of the Church Office and day to day management of the church buildings - including the Youth Centre - and the care of the people within them.
- Ensure operational aspects of church services are covered to help services run smoothly and create a friendly and welcoming environment.
- Taking our vision and bringing together all the resources available to bring it to fruition.

### Communication

- Developing communications within the church community, including taking a lead on the integration of the new website and social media accounts into our communications and utilising digital tools as part of the church's normal internal and external communications.

### Organisational Integrity

- Manage and implement organisational compliance with effective policies across the church ensuring high standards in key areas such as safeguarding and health and safety legislation.

#### Finance and bookkeeping:

- Using the church's computerised accounting software for inputting financial data into and ensuring records are up to date
- Through financial software administering the monthly staff payroll and submission of PAYE/NI returns, Including end of year returns.
- Reconciling bank accounts on a monthly basis, overseeing the collection and banking of income, monitoring cashflow, paying invoices and expenses.
- Working closely with the Treasurer to provide financial information and financial queries as required.
- Liaising with and providing financial information to our Auditors, in conjunction with the Treasurer.

#### Management of use and maintenance of Church Buildings

- Overseeing Bookings for Room Hire
- Maintenance: liaising with church wardens, property committee, architect and contractors as required to acquire estimates where necessary and arranging repairs as required.
- Arranging and monitoring service agreements e.g. inspections, central heating equipment, office equipment service contracts.

#### Line Management:

- Work alongside and oversee the work of the part-time PA, cleaners, handyman and other paid staff in their roles supporting the church.

Other duties as and when they arise in line with the needs of the Church.

#### **Benefits**

- Regular meetings with line manager to develop the postholders potential
- An annual retreat will be encouraged and paid for by St Nic's
- 25 days holiday, plus bank holidays
- Automatic enrolment into Pension Scheme, 10% contributed by St Nic's
- The chance to be part of a fun and energetic team.

## Person Specification

	Essential	Desirable
<b>Experience</b>	Proven administration skills.	Previous experience working within a church setting
	Experience of data entry into a computerised accounting system and financial competence	Payroll experience and familiarity with HMRC requirements for NI and Pension.
	Proven experience of clear communication	Experience of recruiting and managing volunteers
	Proven ability to solve problems	Ability to partner with statutory and non-church organisations
	Supervisory level experience within a team setting	Experience of Strategic planning and management
<b>Skills &amp; Abilities</b>	A well organised leader who can give strong direction when needed	Good IT skills
	An ability to 'self start' and stay motivated despite inevitable challenges	An ability to train others, develop volunteers and grow future leaders
	A team player who is able to reflect on the opinions and input of others	
	Strong verbal and written communication skills	
	A strongly relational individual who networks well with those both inside and outside the church	
	Highly organised with a high attention to detail	

	Positive and energetic attitude, and strong desire to meet goals and commitment	
	An enabler	
	Ability to be flexible and adapt to change.	
	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	A committed Christian with an active faith in God	
	A strong record of commitment to a local church	
	A clear understanding of St Nic's Vision and a commitment to work towards it	
	A pioneer who is comfortable to try out new ways of working and unafraid of failure	
	Self-confident and resilient	
	Self-motivated and an ability to work under pressure	
	An ability to work flexibly, to work outside of the 9-5 pattern whilst ensuring good time off and rest are never neglected	

**To Apply:**

Please send a full CV of up to 2 pages demonstrating how you meet the requirements above alongside a covering letter setting out what excites you about this post to Revd. Arun Arora at [Vicar@stnics.org.uk](mailto:Vicar@stnics.org.uk)

**Timetable:**

Advert Live: 3 September 2018  
 Applications Close: 28 September 2018  
 Shortlisting: 1 October 2018  
 Interviews: 8 October 2018