

Operations Manager

The role: This is a senior leadership role, designed to facilitate the effectiveness and growth of the Church through the provision of operational organisation and management of the activities and ministries of St Mike's, Bournemouth. The role's aim is to give full support to all the ministries and resources of the church, providing the practical framework to enable us to fulfil our mission and grow.

Responsible to: Revd Sarah Yetman, Vicar

Hours: Full-time (35 hours per week), worked flexibly to accommodate the needs of the role.

Salary: £24,000 – 28,000 per annum (depending on experience)

Appointment term: Fixed term for 2 years

Background and Context:

St Mike's Bournemouth is a church longing to grow. Located on the western side of Bournemouth town centre, close to the beach, St Mike's serves a diverse and international community where the majority of people are under the age of 60. The local three-form entry church primary school has around 55 different languages spoken. A faithful congregation has met in the church for over a century, joining with our sister church St John's as one parish in 1984. Although the church building was built to seat 1000, in practice the congregation has always been much smaller than that. In recent years, the worship style has been informal and contemporary. Expensive building maintenance bills and small congregational numbers have hampered the level of ministry and mission the church has been able to achieve, but the church has always punched above its weight in what it has sought to do. Hosting a night shelter for homeless people in the past has led to a heart for social action and currently the church houses The Carpenter's Workshop, a rehabilitation project for former rough sleepers. A pre-school and a recording studio/suite of rehearsal rooms are also on site.

St Mike's has been awarded funding from the Church of England's Strategic Development Fund to revitalise the church, to grow the congregation and build a sustainable church that engages missionally with the local community and the world around. St Mike's is working together with the Diocese of Winchester as part of a wider programme for church renewal across Bournemouth and Christchurch.

Key responsibilities will include:

- Overseeing the implementation and management of the systems and processes that enable the mission and ministry of the church to flourish
- Playing a crucial role on the core team bringing about the revitalisation and of the church including the necessary change of culture
- Overseeing the teams that run key ministries within the church such as Alpha and hospitality

- Ensuring the practical smooth running of our Sunday and midweek services
- Overseeing the implementation of effective use of social media, communication campaigns and branding to engage with existing church members and a wider audience in the community.
- Overseeing all aspects of the site at St Mike's, procuring utilities, insurance and maintenance contracts and related billing, ensuring best value for works received
- Oversight of volunteer teams and paid contractors for buildings and grounds maintenance
- Managing external and internal bookings of the sites as well as existing leaseholders
- Creating an IT and administrative framework infrastructure for an efficient and friendly Church Office
- Providing administrative support or overseeing the provision of administrative support as the first point of contact for general emails, calls and visitors to the Church Office
- Overseeing all day to day aspects of financial operations including the banking and posting onto the St Mike's accounting system, the running of payroll, and helping the St Mike's treasurer with the preparation of annual budgets
- Researching and identifying new trusts and foundations that could potentially fund St Mike's for new and existing projects
- Procuring consumables for catering, office supplies and stationery, including the reviewing of stock supplies, costings and maintaining relationships with suppliers
- Overseeing our systems of giving, ensuring adequate controls, reporting and timely banking
- Overseeing the implementation of and then the maintenance of policies relating to Health and Safety and Fire safety

Education and qualifications:

- Educated to at least degree level, preferably with a relevant post graduate qualification and evidence of continuing professional development.

Background and experience

Our ideal candidate will have:

- At least five years' experience of working in an organisational, office or similar setting
- Demonstrable record of success in managing change and/or delivering projects in a complex work environment
- Experience of working with volunteers and providing high quality, user-friendly services

Skills, knowledge, and experience:

- A committed Christian passionate about seeing people come to faith and seeing the church grow
- Extremely high organisational skills and a keen eye for detail
- Ability to think strategically and plan for the medium and long term
- Excellent communication skills
- Proactive approach and commitment to see multiple tasks through to completion
- Excellent interpersonal and leadership skills; friendly, warm and open

- Ability to create structures, processes and procedures where there are none
- Ability to problem-solve and think creatively in the face of urgent demands
- Ability to adapt to meet deadlines and adjust priorities due to changing demands
- Ability to develop and lead a network of volunteers to minister to others
- Ability to be a self-motivator but also able to work as part of a team
- An eye for aesthetic detail and the creativity ability to ensure communications and events have a contemporary and stylish feel
- Ability to plan and manage an event from first idea to completion
- Demonstrating an approach to work that is characterised by commitment and energy.
- A high level of integrity and discretion, and ability to handle confidential information with diplomacy and sensitivity

Other:

- This appointment is for a two-year fixed term, due to the role being funded by the Strategic Development Fund. We hope that in the long term this will become a permanent role. This role description and performance will be reviewed after 3 months. During the trial period the role may be curtailed by either party giving one month's notice. For the remainder of the fixed term a three-month notice period will be required.
- This is a full-time role (35 hours per week) with the expectation that Sundays will be a working day. The working week will need to be flexible due to the varying demands of ministry, with evening, weekend day and full weekend events playing an important role in the life of the church. Every team member is part of leading revitalisation in the church, providing visible leadership of the new culture and values.
- Holiday entitlement is 25 working days plus Bank Holidays (or a day off in place of Bank Holidays worked).
- Expenses will be reimbursed for all costs directly incurred in carrying out the duties above.
- The designated place of work is St Michael's Church, Poole Road, Bournemouth BH2 5QU.
- The post holder will be required to work from different locations in Bournemouth, including St Mike's sister church of St John's, with occasional travel further afield, and so a current driving license and access to a vehicle would be a requirement.
- The employer will be the Parochial Church Council St John with St Michael Bournemouth, Registered Charity No. 1163376.
- The role is offered on the basis of the role holder having a right to work in the UK.
- An Enhanced DBS will be required for this role.
- An Occupational Requirement exists for the post holder to be a practicing Christian in accordance with the Equality Act 2010.

This role description and person specification is not an exhaustive list of tasks and responsibilities.

Closing date: 20th November 2020

Interviews: w/c 23rd November

Expected start date: tbc

Vision for St Mike's Bournemouth

Our vision is to evangelise and empower our community's younger generations in mission; schools; and leadership.

We want to build a church for everyone with a passion to live out the adventure of faith in a way that is attractive and engaging for those in their 20s and 30s, the biggest age group represented in our local community. We choose to actively create a place of welcome for those speaking the 55 different languages of our church primary school. We seek to craft a vibrant ministry to children and families of all shapes and sizes to reach the unreached pockets of our community and see lives transformed by Jesus.

As a church, we always seek to:

Love God, Live Authentically and Wholeheartedly, Demonstrate Resurrection Hope in Words and Action

We are motivated by a deep love of God which is expressed through a desire to serve him and seek after holiness in all that we do and all that we are.

We bring our whole selves to all that we do and all that we are. We live out the generosity we have been shown by God. We are broken people made whole by Jesus.

We care passionately for those in need, body and soul. We seek every opportunity to talk about Jesus but also to proclaim the Kingdom of God through social action.

We want to see God's kingdom come in Bournemouth, as in heaven.

For this to happen, we are building a staff team who can help model these values and lead teams of volunteers so that together we can see our mission come into fruition. We are looking for committed individuals who can work pro-actively and flexibly. We are looking for people who are ready to muck in and serve alongside others. In return, the team will be a place of mutual support and encouragement and each will play a valuable role in revitalising the church.

Each member of staff will meet with the Vicar on a regular basis. As the team develops and grows, it is likely that the basic team structure will change and develop alongside.