

JOB DESCRIPTION – OPERATIONS MANAGER

A. CHRIST CHURCH CENTRAL SHEFFIELD

Christ Church Central is a growing church, numbering around 200 adults and over 60 children, based in Sheffield city centre. We were launched in the autumn of 2003.

- **Our mission** is to take the gospel of the Lord Jesus Christ to people in Sheffield who don't yet know him – to be 'a church for people who don't go to church.' We are at the heart of the city and have a heart for the whole city.
- **Our vision** is to we see 10% of Sheffield as active members of Bible listening-learning-living churches.
- **Our values** arise out of our desire to receive, live and proclaim Jesus Christ as Lord. We value faithful Bible teaching as well as both personal and corporate commitments to evangelism, Christian friendship, prayer, serving and giving.
- **Our doctrine** is reformed, evangelical, protestant and Anglican. We believe that Anglicanism is 'confessional' and so we seek to remain faithful to biblical Christianity as expressed in the Ancient Creeds, the Book of Common Prayer and the Church of England's 39 Articles. Although we are outside the Church of England we take seriously the 'connectional' aspect of our Anglicanism and so we are members of the *Anglican Mission in England (AMiE)* as well as the *Yorkshire Gospel Partnership*.
- **Our ministries:** Besides two Sunday congregations the church is engaged in the following ministries:
 - Gospel Teams (small groups)
 - Students Ministry
 - Internationals
 - Mercy Ministries (Street Pastors, Soup Wagon, Food Bank and Sheffield Pregnancy Counselling Support)
 - Other Faith Community Outreach
 - Youth and Children's Ministry
 - Ripples (midweek parent and baby/toddler group)
 - Music
 - Women and Men's Ministries and other adult discipleship and training opportunities
 - Evangelism and Church Planting

Staff

We currently employ a Minister, Assistant Minister and a part time Youth and Children Worker. We have a full time voluntary Women's Minister and a Ministry Trainee.

Safeguarding

The post is subject to a basic DBS check. Christ Church Central is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Safer recruitment is central to the way we operate and all staff and volunteers are expected to share a commitment to creating an environment where young people feel safe and can thrive.

B. PURPOSE OF THE ROLE

One of Christ Church Central's aims is to be a church "in the heart of the city with a heart for the city". The Operations Manager needs to be "at the heart of the church with a heart for the church". This is a key role in our leadership team ensuring that the church runs smoothly and efficiently on Sundays and through the week. Part of our current 5 year strategic "Resolves 2020-25" include the aim to "review, develop and support our administration so that it is "ahead of the curve", visionary, proactive, professional and responsive." This needs an independent, organised and self-motivated person who will take ownership of everything that happens behind the scenes to free up the ministers to minister. This leads to the key aims of the position:

1. MANAGEMENT AND ADMINISTRATION

- a. Recruitment, delegation, management and support of volunteers to deliver key activities that are currently, but not limited to, buildings, caretaking, housekeeping/cleaning, catering, website, publicity and marketing.
- b. Some line management of voluntary Ministry Trainees for their administrative and practical activities, for example: Sunday setup, midweek meetings, tidiness and care of building.
- c. Development and management of systems, processes, policies and procedures to cover legal, governance and other aspects of church life. To manage these in order to ensure their smooth running.
- d. Responsible for rotas and plans for Sundays and other church events and activities, with the leaders of ministries as appropriate.
- e. Financial management (in conjunction with Finance Team) to ensure robust processes are in place and followed for expenditure against agreed budgets. Input to annual budget.
- f. Administration, management, filing and record-keeping relating to church operations, for example: insurance, maintenance, contracts, health and safety and training.
- g. Responsible for the church's buildings (currently The DQ Centre and 47 Victoria Road), in particular required maintenance and servicing (e.g. fire risk assessment, fire equipment, fixed wire testing, PAT testing, heating and ventilation, etc) in conjunction with the Building Team.
- h. Developing and being responsible for rental and usage of The DQ Centre in conjunction with the Caretaker to provide a community resource and an income stream for the church.
- i. Project management as and when required to develop new activities or to support ongoing events or programmes, for example, but not limited to: church weekends, building projects, conferences/events, carol services and outreach events.

2. LEADERSHIP

- a. To be a member of Church Steering and Church Oversight Teams, an attendee at Trustee meetings and to be a member of the budget and buildings teams.
- b. Support for the ministers in order to free them up to serve the church family – a background role that almost should be invisible if successful.

3. COMMUNICATION

- a. Regular and easily digestible communication with the church family, and where appropriate the wider public, via multiple channels.
- b. Development of the use of Church Suite as a single database for church activity.
- c. Owner of church website content and use (not development – see below) and to be responsible for sourcing and managing marketing materials for publicity and outreach events.

4. COMMUNITY

First point of contact for external parties, developing key external relationships, liaising and networking with other churches and Christian organisations as appropriate, for example: the Anglican Mission in England, the Anglican Network in Europe, the ReNew network (regionally and nationally) and the Yorkshire Gospel Partnership. To be responsive, positive and helpful.

C. PERSON SPECIFICATION

- Faith: A born again, living and active Christian with a commitment to submit to the authority of God's word the Bible.
- Character: To be of good repute, full of the Spirit and wisdom (Acts 6:3) and with have a desire for efficiency that is matched by care and patience with people who can be untidy, unpredictable and frustrating.
- Church: A member of, or willing to become a member of, Christ Church Central and to have a personal commitment to the church's mission, vision and values and full involvement in church family, for example: Sunday worship, Gospel Teams and the monthly Church Family Praise and Prayer meetings.
- Confidentiality: A high degree of integrity and trust.
- Self-starter: Independent, proactive and outward-facing with drive, energy and enthusiasm. Able to work on own initiative whilst building consensus and buy-in from other stakeholders, for example: staff, volunteers, church family and trustees.
- Team player: Good interpersonal skills and the ability to work within a team, either as member or leader as required.
- Communication: Excellent written and oral communication. Experience and use of social and other media is desirable.
- Organised, efficient and effective: Able to take ownership and prioritise and manage multiple and potentially conflicting commitments and projects, renegotiating deadlines when necessary.
- Excellent attention to detail.
- Maturity, wisdom and good judgement, able to see the big picture as well as manage the detail.
- Excellent time management, both of self and others.
- Responsive and servant-hearted.
- Demonstrable experience of building and leading teams, delegation, managing and motivating others is essential. Experience of recruiting and managing volunteers is desirable but not essential.
- Financial management and/or commercial experience is desirable but not essential.
- Experience of governance issues and policy-making is desirable but not essential.
- Good IT skills and a willingness to learn new systems is essential. Web development experience is desirable.
- Familiarity with property issues is desirable but not essential.

D. OTHER INFORMATION

- a. Position responsible to: The Minister but with regular communication with the Trustees.
- b. Work Hours: 35 hours per week
- c. Salary: £21,735
- d. Holidays: 22 days annual leave plus pro rata public and bank holidays. Details in the Staff Handbook.
- e. Pension: 5% employer contribution and 3% employee contribution.
- f. Initially a fixed term of 12 months with a view to longer-term employment dependent on review.
- g. Subject to a basic DBS check.