

Operations Co-ordinator

St. Cuthbert's Church, Darlington

Hours: 35 p/w (to include weekends and evenings where necessary).

Wage: £30,000

Pension: Auto enrolled in pension scheme

Annual Leave: 28 days including statutory holidays

Term: 3 year contract with potential for extension. *The post is funded for 5 years.*

Key Relationships: Priest in Charge (line manager), St. Cuthbert's Leadership team, PCC, Diocesan Growth team.

Background: This post is part of a new initiative to revitalise St. Cuthbert's Church as a thriving centre for worship, mission and culture at the heart of Darlington. Through being designated a Resourcing Church, St. Cuthbert's is building a team of people to help realise the clear worship, mission and cultural potential of the church. St. Cuthbert's has a rich history of choral Eucharistic worship – we want to build from this to develop a mixed ecology of church. As part of this revitalisation, the church building will be transformed into a space fit for modern worship and mission, including a café within the church. You would join St. Cuthbert's at an exciting time as the church seeks to open a new chapter in its history.

The Priest-in-Charge at St. Cuthbert's, Rev'd James Harvey joined St. Cuthbert's in April 2021 and has been developing plans to revitalise St. Cuthbert's since. He is also Priest-in-Charge at Holy Trinity Church in Darlington.

Job Summary: The role is multi-faceted centering around the administrative, human resources and financial running of St. Cuthbert's. It will include implementation and oversight of these areas and also involve managing volunteers and overseeing the management of a new café within St. Cuthbert's.

You come at a new and exciting time as St. Cuthbert's using Resourcing Church investment reaches out in new ways of mission and ministry to the people of Darlington seeking to develop the congregational, compassion and cultural life of St. Cuthbert's. You will be central to realising this new vision. You will work alongside a new staff team of 5 people, and also alongside existing volunteers who will continue to use their gifts and skills (e.g. Treasurer, bookings secretary, social media, health and safety).

KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Management

- Manage the day to day operations of St. Cuthbert's according to our vision, values and budgets.
- Ensure effective engagement and communication with the congregations, staff, volunteers and other stakeholders.
- Assist with developing and sustaining relationships with key partners including but not limited to Darlington Borough Council, The Diocese and Church Commissioners.
- Oversee the appointment and manage the relationship of a third-party organisation to manage the new café to be installed in St. Cuthbert's (once building work is completed).

Human Resources

- Implement the recruitment process for new staff from advertising to contracts to inductions.
- Ensure annual appraisals (and probationary periods) are delivered effectively.
- Oversee the staff holiday calendar
- Implement, maintain and update all policies, and support ministry leaders with implementing all policies, with a special regard for safeguarding and safer recruitment.
- Recruit, support and oversee volunteers to staff opening the church to the public each day (once building work is completed).
- Ensure policies and procedures applicable to the use of the church buildings (e.g. health and safety, fire safety, food hygiene etc) are in place and arrange appropriate training so we comply with good practice and legislation and manage risks effectively.

Finance

- Liaise with the Treasurer to ensure the finances of the Church are run smoothly and efficiently.
- Develop operations budgets and ensure these are well managed.
- Authorise purchases for staff and key volunteers and administer staff expense claims.
- Efficiently administer monthly payroll claims from the Diocese.
- Ensure Charity Commission information is up to date.
- Administers the financial management of the Future Foundations building work project.

Administration

- Ensure the effective operation of the church office.
- Oversee communications including social media presence.
- Set up information sharing processes for the staff team.
- Offers organizational and administrative support for running outreach events.
- Compile KPI's (Key Performance Indicators) information for reporting to Resourcing Church funders.

General

- Share in offering general assistance during busy periods of church life
- Be a full member of the Leadership Team responsible for furthering the life of St. Cuthbert's Church and overseeing the Resourcing Church vision and ministry
- Provide reports of work where requested

The main duties and responsibilities of your post are listed here, however changes may occur over time. You will be consulted about any changes to your job description before it is changed.

PERSON SPECIFICATION

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on you application form.

A **Application Form**
I **Interview**
A & I **Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
	QUALIFICATIONS		
1	Degree level qualification or relevant comparative experience	Desirable	A
	EXPERIENCE		
2	Experience of managing budgets	Essential	A
3	Experience of working in finance and/or HR	Desirable	A
4	Experience of Fundraising	Desirable	A
5	Experience of managing people		
6	Experience of church missional activities	Desirable	A/I
	KNOWLEDGE		
7	Knowledge of HR and the Charity Commission sector	Desirable	A
	SKILLS & APTITUDES		
8	Project management and organization skills	Essential	A
9	Excellent communication skills – written and oral	Essential	A/I
10	Advanced IT skills including word processing and spreadsheets	Essential	A
11	Leadership and interpersonal skills	Essential	A/I
12	Innovative problem solving skills and ability to improve systems	Desirable	A/I
13	Work well in a team with people from different backgrounds and gifts	Essential	A/I
	PERSONAL ATTRIBUTES & COMPETENCIES		
14	Empathy with the Christian faith and content working in an environment which fosters the Church's mission and ministry	Essential	A/I
15	Self motivated and a self starter	Essential	I
16	Flexible attitude	Essential	I
17	Ability to work under pressure	Essential	I