



## Job Description and Person Specifications

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| <b>Role:</b>              | <b>Operations Manager</b>   |
| <b>Contract:</b>          | Permanent   |
| <b>Hours:</b>             | Full time – 40 hours per week including Sundays. There may be some weeks that are busier, where more hours are needed, and other weeks that are quieter.          |
| <b>Location:</b>          | The primary location of the role will be at Christ Church, Chilwell, with some time spent at St Barnabas Church, Inham Nook (1.3 miles between the two churches). |
| <b>Salary:</b>            | <b>£25,000 to £28,000 p.a. subject to experience and qualifications.</b>  |
| <b>Responsible to:</b>    | Vicar (as line-manager)   |
| <b>Key relationships:</b> | Members of Staff Team and Church Wardens.   |
| <b>Line manager for:</b>  | Staff and Volunteers responsible for Caretaking and Cleaning.   |
| <b>Employed by:</b>       | Parochial Church Council (PCC)  |

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*All documents relevant to applying for this position may be found at  
<http://www.christchurchchilwell.org.uk/vacancies>.*

*If you would like to express an interest in this position, please contact Rev Andy Tufnell, the Vicar, at  
[andy@christchurchchilwell.org.uk](mailto:andy@christchurchchilwell.org.uk).*

## **Christ Church Chilwell**

### **Identity and Core Values**

We are a large and growing Anglican Evangelical church in the South West suburbs of Nottingham. We identify ourselves as “a Spirit-filled family, following Jesus through celebrating God and sharing His transforming love with our communities to change the world.”

We are committed to:

**Reaching** our neighbours with love and authenticity;  
**Teaching** the Bible with care and integrity;  
**Praying** persistently with purpose and expectation;  
**Growing** together with generosity and joy;  
**Going** out as servants, leaders and witnesses.

### **Strategic Vision**

By the end of 2025 Christ Church will have expressed this by:

**Welcoming** at least 150 new followers of Jesus;  
**Nurturing** faith in at least 100 children and young people regularly through weekly groups;  
**Releasing** at least 15 new trained and authorised leaders in their calls to ministry and mission;  
**Commissioning** a team to go out to grow a worshipping community in the wider church;  
**Redeveloping** our halls for thriving ministries, training & hospitality.

## **St Barnabas Church, Inham Nook**

### **Identity and Core Values**

We are a smaller, Anglican Evangelical church based at the heart of an estate, living as a hope-filled, Jesus-focussed community, seeking to bring light, encouragement and joy to our neighbours.

We are committed to:

**Discovering** who God is and who He calls us to be,  
...sharing the **love** of Jesus with everyone,  
...building **trust** between each other and God,  
...and **growing** as followers of Jesus  
...to **bless** our neighbours  
...and **transform** our neighbourhoods.

### **Seasonal Vision**

By the end of 2020 St Barnabas will have:

- Deepened our roots into who we are and what we value
- Developed a better awareness of our context, our community and its needs
- Established expectant prayer at the heart of our community
- Reviewed, re-ordered and re-launched our children's ministry and outreach
- Welcomed a minister to enable and enlarge our vision for St Barnabas and our community

## Purpose of this job

The primary purpose of this senior role is to take responsibility for the fabric and practical functioning of the churches and their lives, playing an integral part in the realisation of our visions. The successful applicant will understand the essential ministry provided by this more administrative role, which creates the necessary capacity for other members of the oversight and leadership of the churches to engage more effectively in the aspects of mission, ministry and leadership development that pertain to their areas of calling and responsibility.

The role, on behalf of the Vicar and under the employment of the PCC, ensures the safe, smooth and compliant operation of the churches. This will involve ensuring that: regulatory compliances and policies are kept up to date and appropriately implemented; church buildings and grounds are suitably maintained, managed and developed in line with the respective churches visions and values; church communication and publicity is clear and coherent and distributed in a timely manner in the approved house styles; church events and functions, and their team leaders, are suitably resourced; the staff, leadership and officers of the churches are appropriately rostered and resourced to carry out their duties and responsibilities.

Alongside the Vicar and other members of the oversight and leadership of the churches, this role invites opportunities to identify, nurture and release leadership potential and encourage the service of others where appropriate.

We are committed to developing our leaders and so we will provide for appropriate training and development opportunities in line with the role and any evolving requirements of the role.

## Main Responsibilities / Accountabilities

- **Church Building Management**

- Oversee the upkeep of the buildings, including rolling maintenance & development planning (CC Church, CC Hall, CC Gardens, St Barnabas Church and grounds).
- Recruiting and, where appropriate, directing the teams in the setting up of buildings for various activities at Christ Church.
- Overall responsibility for building bookings and for all letting of premises to outside users, within the ethos and vision of the churches.
- Provision of premises budgets and regular reporting of expenditure against those budgets.

- **Coordination of Compliance**

Work with staff, wardens and volunteers to ensure compliance with the full range of church policies including Risk Assessment & Management, Fire Regulations, Health & Safety, Food Hygiene, Safeguarding, DBS, Security of Data, Disability issues and the provision of Statistics for Ministry and Mission.

- **Coordination of Communications and Branding**

Oversee and where appropriate take personal responsibility for notice sheets, welcome packs, Mail Chimp/Church Suite, flyers/mailings/posters and social media, intranet and website management in accordance with the approved house styles.

- **Leadership and Strategy**

- Attend strategy meetings and help discern direction and vision of the churches.
- Ensure leaders and plans are appropriately resourced.

- **Line Management** of Staff and Volunteers responsible for Caretaking and Cleaning at Christ Church.

- **Recruiting, Rostering and Directing**, where appropriate, volunteers for various activities including church services.
- Develop a strong **network** with other Operations Managers, Diocesan Officers (especially the Property Officer) and National Church where appropriate for the purpose of adopting best practice.
- Fulfil **other roles** as may be deemed necessary by the Line Manager from time to time to ensure the effective implementation of the visions for the churches.
- Embrace, model and promote the **values and vision** of Christ Church and St. Barnabas as appropriate.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop, due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

A full enhanced DBS check will be required for this role.

## Special Working Conditions

- Attend at least one Sunday service at Christ Church each week and St Barnabas at least once a month. If serving in some up-front capacity, it is considered appropriate that another service is attended to provide an opportunity to receive ministry.
- Working on some evenings in the week and on some Saturdays is expected. The job holder will need to manage their time and diary appropriately for sustaining good health and wellbeing.
- The job holder will be expected to attend and participate as a non-voting member at Parochial Church Council (PCC) meetings and may be asked to attend District Church Council (DCC) meetings occasionally in a similar capacity.

## What we can offer

- We take our learning and leadership development seriously and you will be provided with informal and/or formal training to support your continued personal and professional development – up to 5 days per calendar year are provided for this.
- Your salary will be paid in monthly instalments with contributions to the Church Workers' Pension Scheme paid automatically, unless otherwise instructed.
- You will have entitlement to 41 days of annual leave which includes Bank Holidays with an allowance of up to 6 Sundays away per calendar year. (The post requires you not to take annual leave on Good Friday, Easter Sunday, Christmas Eve and Christmas Day.)

# Person Specification

## Essential

### **Faith and Character:**

- A strong personal faith in Jesus Christ in accord with the Anglican Evangelical identity and core values of Christ Church and St Barnabas.
- A commitment to growing in spiritual maturity, into ever increasing Christ-likeness.
- A willingness to balance both being a leader and a servant, recognising one's own gifts and others' gifts and encouraging all to use them appropriately.
- A team player - At Christ Church and St Barnabas, a team player is: humble and ready to be open, accountable and vulnerable with colleagues; hungry for realising our shared vision as a team, hungry to grow that vision and hungry to see those around us grow in spiritual maturity; and smart in the way we engage with, challenge, enthuse and encourage those we lead and work with.

### **Experience:**

- Leadership and management of others – both staff and volunteers.
- Practical experience of buildings and facilities management.
- Project management.

### **Knowledge:**

- A good understanding of organisation, the principles of administration.
- An excellent working knowledge of Office 365, comfortable in learning and implementing new IT systems to enable the efficient and effective running of the office and churches.

### **Skills:**

- A highly effective collaborative team leader with a proven ability to inspire, mobilise, equip and bring out the best of the people they work with.
- Ability to see the big-picture coupled with appropriate attention to detail.
- Strong written and oral communication skills.
- Personal resilience to deal graciously with confrontation and the ability to find the optimum solution to issues and resolve conflict effectively.
- A self-starter with a positive can-do attitude.
- Able to reflect creatively on practice and adapt accordingly.

## Desirable

### **Experience:**

- Chairing formal and informal meetings.
- Experience of being a budget holder with an ability to work within budgetary constraints and to understand financial figures.

### **Knowledge:**

- Church of England procedures and regulations around maintaining and managing buildings.
- Advanced IT knowledge and skills to be able to maintain the network.

### **Skills:**

- Other skills and giftings that will enhance our worshipping community e.g. leading worship/services, preaching.