

Operations Manager

St Paul's & St George's Church, Edinburgh

March 2008

The post will take the lead role in overseeing the operational management of this large city-centre Church, encompassing the key functions of staff management, finance, facilities management, administration and health & safety with input into the future operational strategy.

Key Areas of Responsibility

1. Input into Strategy & Leadership

- Provide input to Vestry and Rectors on operational matters to support stated strategy
- Ensure P&G's operations address the future direction and growth of the church.

2. Office Management

- Oversee operation of P&G's office, processes and systems with a view to improving operation efficiency including expenses.
- Oversee IT systems include email, financial systems & web-site. Liaising with IT support companies.

3. Staff Management

- Line manage for all non-ministry staff encompassing: finance, administration and caretakers.
- Monitor and revise where necessary personnel policies including, starters, leavers, holidays, absence, appraisals, expenses, training, sabbaticals and salary reviews.
- Identify training needs for staff and ensure provision of appropriate training within staff development budgets

4. Financial Management

- Oversee financial function including the supervision of the full time Finance Administrator.
- Deliver accurate and timely accounting information, monitor budgets, management accounts, internal control procedures, payroll and tax recovery on gift aided donations in conjunction with the Finance Administrator.
- Liaise with the Church Treasurer regarding year end accounts, budgets, management accounts, cash forecasting, internal control procedures, external auditing, OSCR requirements and reporting to Vestry.

5. Facilities Management

- Management of 5 church properties including the church, meeting rooms and homes.
- Ensure regular maintenance & supervision is undertaken based on the role of the property.
- Liaise with cleaning staff & trades (contracted and voluntary) and where required appoint and manage contractors to carry out maintenance tasks.
- Advise Vestry and Rectors on future property considerations and requirements

6. Event Management

- It is the future intent of the church to investigate the use of its properties for various church and external events in line with its vision & strategy.
- Establish, manage & oversee relevant utilization of properties for events.
- Co-ordinate relevant staff and volunteers to support these events. ie. logistics and operation.

7. Health & Safety

- Responsible for Health & Safety policies and the effective implementation of procedures.

Core details

Hours:	35 hours excluding breaks (Monday to Friday)
Start date:	June 2008
Basic salary:	Negotiable dependent on experience
Holiday:	5 weeks (plus 10 public holidays)
Period of notice:	4 weeks
Review:	Annual
Accountable to:	The Rector

Operations Manager – Person Specification

The Role

This is an exciting opportunity to oversee the operational management of the Church. We are looking for somebody who can oversee a number of supporting functions to enable the rectors to focus on the Church's vision. These supporting functions include staff, finance, and the management of approximately £500,000 income per annum, plus administration, facilities management and health & safety. There is a total of twelve staff employed by the Church, with six staff under this roles remit. The six staff are part-time and overall fulfill three posts.

The post-holder should apply best practice processes, procedures and operational management through relevant experience. The experience should be in an organization of a similar size and structure.

This is a unique point in the life of our church. We are currently in the middle of a major building project, see www.projecttwentyone.net and, over the next few months, will move back into a redesigned church which will have state of the art facilities that will require greater operational management in order to realise the benefit of the revised building.

In addition to the revised Church there are 5 properties which will need overseeing. These buildings encompass meeting rooms and the church office, plus the rector and associate rector's houses.

It is important that the postholder has the skills to lead within a team context, working and contributing fully as a member of the staff team and also able to take responsibility for managing the support staff, third-party contractors and volunteers. The ability to communicate at all levels, to influence and to be able to inspire trust and respect and to make and maintain good relationships is vital.

The role is principally operational, with the ability to have input into the future strategy, and other Church forums where operational matters are discussed.

The Person

We believe that the post-holder will be:

1. A committed evangelical Christian who has a mature faith with a gift for operational management, and the ability to provide leadership in that context.
2. Committed to the values and overall strategy and direction of Ps and Gs
3. Experienced in working operationally in a similar scale of Church or secular organization.
4. Experienced in controlling budgets and some financial management within a similar sized organisation. There is no requirement for a formal accounting qualification.
5. Experienced in staff management.
6. Able to lead effectively, plan carefully and input to strategy
7. An excellent communicator with good interpersonal skills
8. Organised, flexible and able to prioritise.
9. Competent in administrative/IT skills

Operations Manager – Background Information

St. Paul's and St. George's Church is a large city centre church in Edinburgh (www.pandgchurch.org.uk).

- Our vision is to become a *'Christ-centred, culturally relevant, biblical community'* in the centre of Edinburgh.
- Our purpose is to *'bring people and God together'* which we seek to do through our strategy of *make, mature and mobilise'*.

St.Paul's & St.George's is a Scottish Episcopal Church attracting a congregation of people from many denominational backgrounds. Around 700 people attend the church each Sunday, spread over 3 services. These services are supported by volunteers who undertake set-up, audio visual, music and 7 children's groups. The children's groups during the service covers babies to 11 plus. Additional events are provided for older children. This requires in the region of 50 volunteers for the 11am Service.

As with most cities, Edinburgh has a range of businesses and educational establishments, resulting in a high turnover of population. The congregation of the church reflects this: many leave for employment in new areas whilst new people arrive in the city each year. In addition significant numbers of new converts regularly become part of the congregation.

St.Paul's and St.George's serves a modern city in a relevant way; contemporary worship, city outreach, Alpha courses, an environment which encourages open debate and acknowledges the practical dilemmas of being a Christian in the UK today. This approach has resulted in a church membership that defies current trends.

Members of the church include a range of ages, income groups and professions. St.Paul's and St.George's has a strong membership of young students, families and couples in their twenties and thirties.

St Paul's and St George's Church , Edinburgh is a registered charity no SC005025