

Church Operations Manager
Easton Christian Family Centre (www.ecfc.org.uk)

Hours: 22.5 hours a week (over 3 or 4 days, flexible working can be arranged)
Salary: in the range £30K-£35K (pro rata)

Closing Date Monday 18th March 2024 at 12 noon.

Easton Christian Family Centre (ECFC) is a family-friendly multicultural Anglican church in the Lawrence Hill area of the City of Bristol. We desire to be a place of welcome, meeting and refuge for all, inspired by the generous, loving, non-violent life of Jesus. We have a thriving community hub used by a number of refugee and support organisations in our local area throughout the week, a church run community cafe, pastoral care support for Persian church members and an active and engaged congregation including many families and children.

We are looking for a person with **strong interpersonal and administrative skills** who is an experienced leader ready to take their place in the senior team of the church and be responsible for oversight (alongside the Parochial Church Council - PCC) of the operational functions of the church.

The Operations Manager will be supported by the Clergy Team and responsible to the Vicar.

The Operations Manager will be responsible for:

Leading the delivery of the church's operations including: Volunteer coordination, HR, buildings oversight and leadership of administration.

As the role includes senior leadership within the church during the week and on Sundays, and the person is expected to take a full part in the spiritual life of the church and a Christian leadership role within the staff team, it is a genuine occupational requirement that this person is a practicing Christian. We would prefer that the person was also willing to be a part of the regular worshipping community on Sundays.

Volunteer Coordination

1. Leading the development of a volunteer programme that supports the mission of the church.
2. Recruiting, training and supporting volunteers from the church and the community.
3. Developing volunteer policies and good practice guidelines.
4. Managing the volunteer database (using Church Suite software).

HR

1. Line managing the Building Manager/Caretaker, Cleaner(s) and Baraka Cafe Manager.
2. Developing a staff training and support programme so each staff member can work to the best of their ability.
3. Managing any future staff recruitment, including contracts and induction.
4. Being responsible for the oversight of the HR functions of ECFC.

Buildings Oversight and Leadership

1. Taking overall responsibility for building management and health and safety (shared with the PCC) including ensuring policies and procedures are up to date, understood by the appropriate people and implemented on the ground.
2. Line managing the Building Manager responsible for day to day repairs.
3. Chairing the Building Refurbishment Project Group using your eye for detail (and overseeing the Fundraiser and Project Manager in their roles).

Administration

1. Working alongside the PCC to coordinate and review the management of our policies and develop any new ones as required.
2. Managing regular and ad hoc bookings for the building including setting up systems to make this easier for hirers.
3. Managing the work of a Priority Community Network (PCN) administrator in their job of doing certain administrative tasks for ECFC (To be confirmed).
4. Developing relationships with hirers and regular building users to ensure that issues are identified and fair pricing applied according to means.
5. Providing administrative support to mid-week groups and the mission of the church.
6. Managing the church office including consumables, IT, photocopier etc.
7. Be the data controller for the church alongside the Vicar and PCC.
8. Developing our use of the Church Suite database to enable more efficient use of resources and volunteers.
9. Overseeing, developing and supporting the fundraising team/church fundraiser.

Person Specification:

Essential Criteria:

- Lively Christian faith and supportive of the vision and values of ECFC.
- Willingness to get 'under the skin' of our church community, to understand its desires and the challenges it faces, and to work closely and creatively with its leaders.
- A positive approach to challenges including the ability to imagine fresh ways of solving difficulties, and the ability to set up new systems.
- Strong interpersonal skills including the ability to work with people from a wide range of cultural and religious backgrounds.
- Good at making it possible for volunteers to be involved in fulfilling ways in the life and work of the church.
- HR knowledge and ability to manage staff including their annual appraisals so they can thrive in their jobs.
- Ability to communicate well in spoken and written words, including the ability to write policies.
- Strong IT skills including knowledge and experience of administrative systems/processes.
- Ability to read and interpret company accounts.

Desirable Criteria:

- Knowledge of financial systems/programmes.
- Experience of fundraising.

Pay and conditions

This is a part time position (22.5 hrs/week). Hours of work are flexible to meet the needs of the job, which will include some weekend and evening work.

Salary: £30,000 - £35,000 FTE. Actual annual salary: £18,000 - £21,000 for 22.5 hours/week.

28 days paid holiday plus 8 paid bank holidays per year (pro rata for part-time staff).

Workplace pension included

ECFC is an Equal Opportunities employer.

This job is subject to an enhanced DBS check and right to work checks.

Anyone interested in applying for this role is welcome to contact Rachael Bee on 07925 274790 in advance of applying to ask any questions about the role and application process. The email address to send the application to is at the end of the application form.

ECFC Values Statement

*We want to take our place in the wind of 'the Spirit of Life in Christ',
And so be an expression, among others, of the life of Jesus in our community.*

We value:

1. Welcome

We aim to be welcoming and accessible to people from near and far, old and young, of all faiths and none.

2. Connection

We want to grow in our:

- Connection with Jesus, and his radical, upside down, kingdom of God;
- Connection with each other in ECFC, building deeper relationships, and valuing and serving each other;
- Connection with our community, patiently getting to know our neighbours, developing partnerships and looking for opportunities for dialogue.

3. Being ourselves and joining in

We want to feel safe to really be ourselves, discovering freedom to answer Jesus in our lives and participate in the life of ECFC according to our abilities, energy, interests and calling.

4. Justice

We care about social justice, actively engaging with local challenges, the climate emergency, and global inequality.