



CHURCH MANAGER, ST PAUL'S, ST ALBANS

JOB DESCRIPTION

Title: Church Manager

Salary: £23,242 - £29,100 depending on experience. The salary is based on the Diocesan Executive Officer Scale. A housing allowance of up to £5,000 pa is offered if required.

The role is currently full time, but applications for part time working are welcomed.

The position encompasses two aspects – being a proactive and strategic operations manager, and carrying out or supervising the delivery of a wide range of tasks. At this stage we are particularly looking for the right person to meet the managerial side of the role.

We recognise the breadth of this role and the tasks it delivers or oversees, and will review with the successful applicant (whether fulltime or part-time) the additional resource required to ensure these are covered. This is likely to include other paid staff, contractors and volunteers.

To give the required overview of all church activities, it is anticipated that a part time role would need to be for a minimum of approx.24 hours per week with some flexibility on when hours are worked. Some school holiday working is required for Christmas and Easter and to give cover through the summer.

The role requires some out of hours working including evening meetings and weekend events. Attendance at a Sunday service, equivalent to a committed church member, is also expected (additional to working hours).

Context: St Paul's vision is 'to pursue God and expect the extraordinary, as He works through us to transform people and places'. We have recently set out our priorities for delivery of this vision, in our 'Vision into Action' strategy. We are a charismatic, Anglican, evangelical church (in line with New Wine/HTB values).

We are entering a time of transition as our Vicar retires in October 2020, with a period of vacancy until his successor is appointed and in post. The Church Manager will play a vital role in maintaining and developing church life during this time.

1) JOB OUTLINE AND GENERAL AIM

The Church Manager is a key role at the heart of our staff team and PCC. You will hold the overview of church life and its administration, managing and helping deliver effectively the overall operation of the church, in order to support the achievement of our vision and to enable our clergy and ministry staff to concentrate on their specific ministries.

You will possess a high degree of initiative, self-management, sound decision making and discretion. Proven organisational, interpersonal, IT and communication skills are essential, along with the ability to multi task.

You will:

- Maintain an overview of church life and all activities taking place within the church buildings, ensuring these are well coordinated
- Ensure that all operational and statutory requirements for the infrastructure of the church and activities within it (including HR, Health and Safety and Safeguarding) are met effectively
- Proactively identify operational requirements of proposed activities, and liaise with other staff on how these will be delivered
- Recruit, manage and develop administrative/operational staff and volunteers, delegating tasks and ensuring these are carried out effectively
- Proactively identify opportunities for improvement and suggest ways to deliver these
- Contribute to staff meetings and be able to act as a sounding board for other staff
- Help create a welcoming, calm and positive atmosphere within the church

Whilst the management aspects of the role are key, you will be expected to undertake a range of tasks and provide some cover for administrative staff and volunteers, as required and achievable within working hours.

Your Direct Reports will be:

- Caretaker/Hall Bookings Manager;
- Other key volunteers and contracted in workers including communications and ICT support, DBS administrator; office/kitchen support
- Any additional administrative or operational staff taken on to support this role

2) SPECIFIC RESPONSIBILITIES

The following section sets out an overview of the areas overseen by the Church Manager. While you will have overall responsibility for ensuring these are met, some areas and/or tasks will be covered by other staff or volunteers. This support will be confirmed with the successful applicant and will be shaped by the hours you work and your particular skills and expertise.

- To cultivate an overview of church life**, to build an understanding of St Paul's vision and activities, identify opportunities and challenges, develop networks and identify potential volunteers. This will include attendance (similar to that of a typical church member) at a Sunday service and at some special events.
- To run the church office**, ensuring that it is appropriately staffed on weekdays (currently between 9-5) and that it provides
 - A welcome and deals with face-to-face, telephone and email enquiries
 - A contact point for staff, members of the congregation and members of the public
 - Administrative support including production of publicity and other materials; ordering and purchase of supplies and equipment
 - Secure handling and recording of payments made through the church office
 - Support for, and if required organisation of, events including courses, conferences, special events
- To oversee the work of the Caretaker/hall bookings manager**, liaising with hirers of halls where necessary
- To manage the Church Diary**
 - Ensure all regular and one-off events are input and updated promptly, identifying any potential booking conflicts

- In conjunction with the caretaker, ensure the church and its rooms are set up for events as required
- e) **To oversee the maintenance and repair of the church buildings, equipment (including ICT) and grounds, liaising with the Maintenance Committee**
- Ensure repairs and maintenance are carried out in an expedient and efficient manner, liaising with contractors and volunteers
 - Source equipment and contractors, in conjunction with relevant committees / volunteers
 - Ensure maintenance check lists, service and maintenance contracts are kept up to date, and
 - Maintain log book of works done and inventory
 - Provide regular maintenance reports to PCC
 - Ensure permissions are gained from the Diocese / Council as required
 - Oversee the monitoring of energy usage and efficiency
 - Administer the Garden of Rest, including the Book of Remembrance and memorial plaques
 - Provide support to any major building or infrastructure projects
- f) **To be responsible for legal aspects of church life** including
- Preparation of registers
 - Diocesan requirements including reporting statistics, Archdeacon's inspections, arranging faculties, Quinquennial Inspections of buildings and grounds
 - Disabled Access requirements
 - Development and Implementation of Health and Safety policies and Safeguarding requirements, including DBS applications, working with other staff members
 - Environmental Health and First Aid provision
 - The renewal and maintenance of insurance policies
- g) **To oversee the provision and high standard of catering**
- Ensure appropriate catering is provided for all major church functions and regular events through liaison with volunteers or (where required) by external providers (e.g. Christmas Lunch, Alpha meals, Lunch Club)
 - Ensure required standards of hygiene and training are maintained
- h) **To assist with matters of human resources and staff employment,** including
- Recruitment processes
 - Developing contracts
 - Developing policies for staff handbook
 - Administration for staff annual appraisals
- i) **To maintain and grow a team of volunteers to support the operation of the church, including office support, maintenance, catering, events, communications**
- Recruit, manage, develop and train volunteers
- j) **To develop the use of appropriate systems** including working with our ICT support to develop and promote the use of Churchsuite
- k) **To contribute to communications**
- Help to identify key messages, suitable means of communication and timelines, for both internal and external audiences
 - Ensure website, notice boards and displays are kept up to date and well presented
- l) **To work as an integral member of the church leadership team,** including as a co-opted member of the PCC
- To participate in weekly staff meetings and other meetings as required

- To be prepared to undertake any relevant training

3) EQUALITIES

To be aware of and support difference. To understand the different requirements of the age groups and having a heart for equality, be able to support and include families and individuals with a variety of needs and abilities.

4) SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

To be aware of and comply with policies and procedures relating to safeguarding of children and vulnerable adults, health, safety and security, confidentiality and data protection and to report all concerns to an appropriate person. To ensure compliance with the relevant legislation that safeguards children and vulnerable adults, and other relevant legislation (e.g. health and safety). This will include ensuring that relevant administrative tasks are completed.

5) CRIMINAL RECORDS CHECK

As a member of St Paul's PCC, an enhanced disclosure will be needed through the Disclosure and Barring System as part of the Diocese of St Albans pre-employment checks.

6) ADDITIONAL INFORMATION

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

7) ORGANISATION AND SUPERVISION

Hours worked:	37.5 hours per week, plus the time that a committed layperson gives to the church.
Employed by:	St Paul's PCC.
Work Base:	St Paul's Church, St Albans
Line management:	You will be line managed by the Vicar and meet with them regularly. You will also work closely with other members of the staff team.
Reviews:	Development Reviews at 3, 6 and 12 months, and thereafter annually.
Holidays:	25 working days per year plus 8 statutory days.
Pension:	St Paul's contributes 8.5% of salary. You may also contribute.
Accommodation:	The post holder will need to provide his/her own accommodation.
Probation Period:	The first 6 months

We have a Genuine Occupational Requirement

Employment Equality Regulations 2003 relating to Religion or Belief and Practice of Sexual and Moral Conduct and Lifestyle.

For the purpose of both of the above Regulations it is considered to be a Genuine Occupational Requirement that you share and endorse the understanding that St Paul's Church has, as a charismatic evangelical church, of Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

PERSON SPECIFICATION FOR CHURCH MANAGER, ST PAUL'S CHURCH, ST ALBANS

The post holder will be someone who:

Criteria	Criteria is: Essential (E) Desirable (D)
<p><u>Commitment to aims and ethos of post</u></p> <ol style="list-style-type: none"> 1. Is a committed Christian, of godly character, a worshipper with a passion for extending God's Kingdom and working in a team to facilitate the church's vision. 2. Understands, is in agreement with and is happy both to promote the vision of St Paul's Church and work for its implementation. 3. Is committed to personal growth and being part of the fellowship of St Paul's Church. 4. Has a desire for the community to encounter God within the building 5. Has a heart and vision for effective and efficient administration that also promotes good relationships and a positive environment 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><u>Has Experience relevant to the post, including:</u></p> <ol style="list-style-type: none"> 6. Working in an office role with demonstrable IT and administrative skills 7. Managing self and others(E), including management of volunteers (D) and liaising with contractors (D). 8. Building, leading and working as part of a team, with ability to both influence and support colleagues 9. Managing projects or activities from inception to delivery 10. Writing and implementing policies and procedures 11. Training and experience in HR Management 12. Working with web and media technology 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p><u>Skills, abilities and knowledge</u></p> <ol style="list-style-type: none"> 13. Friendly and good with people - having excellent interpersonal skills, across a wide range of people within the church and wider community. Able to create and encourage a positive, calm and welcoming atmosphere. 14. A team player and a team builder, able to lead and be led with grace; to create effective teams (staff and volunteers) and to encourage and influence others in a positive way. Good at getting to know people, identifying potential. Able to constructively and graciously challenge colleagues when required. 15. Willing and able to delegate where necessary, with suitable support for and oversight of those delegated to. 16. Possesses excellent verbal and written communication skills, with a good telephone manner, able to communicate relevantly across a range of age and ability within the church and wider community. Able to produce clear, accurate minutes and summary notes to support decision making. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>17. Organised, and well-planned. Able to maintain clear records and documentation, and with a sufficient level of numeracy to understand and maintain financial records.</p>	<p>E</p>
<p>18. Possesses good IT skills including Microsoft Office; able to produce correspondence, publications and spreadsheets; to use or to be able to learn new techniques and packages including basic graphic design.</p>	<p>E</p>
<p>19. Able to work under stress – flexible, able to multi-task, able to work patiently and productively in the face of regular interruptions, and to manage self and others under pressure.</p>	<p>E</p>
<p>20. Able to learn and develop new and existing skills.</p>	<p>E</p>
<p>21. Willing to make informed and sound decisions, with the wisdom to judge when wider discussion or authorisation is needed.</p>	<p>E</p>
<p>22. Self-motivated, able to be pro-active in developing new initiatives and in identifying potential issues and solutions; able to inspire others to join in.</p>	<p>E</p>
<p>23. Able to plan, manage, and follow projects and tasks through to completion.</p>	<p>E</p>
<p>24. Able and willing to manage policies and procedures relating to church life, maintenance, legal aspects, safeguarding, health and safety and welfare; and to work with other staff or volunteers to develop and maintain these policies, including for statutory and other requirements</p>	<p>E</p>
<p>25. Respects confidentiality, able to act with tact and sensitivity.</p>	<p>E</p>
<p>26. Able to care and pray for people if required – the office can be the hub where people from the church and community call in during the week and share their concerns.</p>	<p>D</p>
<p>27. Is a car owner with full driving licence.</p>	<p>D</p>
<p>28. Is a First Aider, or willing to undergo training in First Aid.</p>	<p>D</p>