

# The PCC of All Saints' Church, Sidmouth

## Operations Manager Role Description

### Role Details

Title:	Operations Manager
Employer:	PCC of All Saints' Church Sidmouth
Responsible to:	Vicar of All Saints' Church Sidmouth
Hours:	20 hours per week, spread evenly over Monday to Friday. Some flexibility of hours may be required for the post-holder to attend occasional evening meetings.
Pay & Pension:	£32,000 - £34,000 Pro-rated according to hours and dependent upon levels of experience plus 4.5% employer's contribution to Church of England Church Workers Pension (Employee contribution is 4% of gross pay).
Probation:	Appointment to the role will be subject to a probationary period of 6 months
Holiday:	25 days of annual leave plus bank holidays, pro-rated according to hours
Work Base:	Our office at All Saints' church with some flexibility with respect to working remotely.

### Purpose of Role

- The role is for someone to work alongside and assist our Vicar in the strategic vision and leadership at All Saints', and help us turn vision into action by providing cohesion and direction to our people and their ministries across all of our activities.
- This role is about turning vision into reality by making change happen effectively and efficiently, under the direction of the Vicar, so that the church can grow.
- The post-holder will take responsibility for the growing operational needs of the church sitting at the centre of an administrative hub with efficient and effective processes, ensuring that systems in place are fit for purpose, of high a quality and legally compliant.
- Because every member ministry is at the heart of our life together at All Saints', we are looking for someone who can delegate tasks and who can motivate and support members of our Administration team and our large number of volunteers.
- In the situation that Vicar of All Saints' is also the Rector of Sid Valley Mission Community then there may be additional responsibilities covering the Mission Community.

### People-links

- To report to the Vicar and be directly responsible to the Vicar for day-to-day tasks.
- To work in collaboration with the Churchwardens and members of the PCC and key volunteers within the church, for example Volunteer Team Leaders, Safeguarding Team and Health & Safety Officer.
- To be a point of contact for enquiries from church members, members of the public, and those seeking to hire the premises.
- To liaise with other clergy and staff within the Sid Valley Mission Community and the Diocese of Exeter as required.
- To manage the All Saints' Administration Team and the wider SVMC Administration Team and to be responsible for their effective operation throughout the SVMC churches.
- We would encourage the post holder to join the UK Church Administrator Network (UCAN)

### Main Responsibilities

- Office & Administration Management:
  - Managing the use of the church management system (CMS) to maintain an accurate and up-to-date record of church people, events and associated information.

- Supporting those organising or leading services, events and meetings by producing, for example, invitations, Orders of Service, agendas etc and records of meetings.
  - Maintaining the church office as a point of contact for those visiting the premises.
  - Maintaining the content of the All Saints' website and other websites and social media channels as well as paper-based newssheets and magazines
  - Purchasing supplies and services as required for effective administration.
- Volunteer Management:
    - Supporting the Safeguarding Team, particularly the process of Safer Recruitment.
    - Supporting Team Leaders in their role of recruiting, training, and managing volunteers.
    - Ensuring volunteers are used well in accordance with their availability and that rotas are filled in good time.
    - Encouraging the use of MyChurchSuite by volunteers
- Premises Management:
    - Ensuring that the premises are available, clean and with the required facilities, for each service or event.
    - Managing the booking of the premises by internal and external parties, ensuring that Booking T&Cs are complied with.
    - Ensuing the premises are secure when not in use.
    - Advising the Health & Safety Officer and others in relation to Health & Safety and repairs & maintenance issues.
    - Purchasing supplies and services as required for effective operation of the premises.
- Policy, process, procedures, and Compliance Management:
    - Producing and maintaining policies and procedures as required by the PCC.
    - Ensuring all personal data is stored in accordance with the current GDPR standards and to act as Data Controller on behalf of the PCC.
    - Administration of CCLI licensing and reporting, and other licence compliance.
    - Supporting members of the PCC in producing returns to the Diocese.
    - Performing the role of Electoral Roll Officer for the PCC.
    - Maintaining records of Life Events on behalf of the SVMC.
    - Supporting members of the PCC as required.

## Statement of Ethos

- As a Christian Church and place of Christian worship, our beliefs are foundational to everything we do. The individual we are seeking to employ would be expected to be supportive of the [CPAS Basis of Faith](#).
- We therefore also expect the individual to live a consistent and godly life of joyful and prayerful dependence on Christ. There is therefore a genuine occupational requirement for the person holding this post to be a practising evangelical Christian.