



Job Title: Operations Manager

Employer: Rotherham Minster (All Saints) Parochial Church Council

Place of Work: All Saints Centre, Vicarage Lane, Rotherham, S65 1AA

On-site working occasionally at additional sites may be required, including but not limited to:

St Paul Masbrough, Kimberworth Road, Rotherham S61 1AH

St John's Goole, Church Street, Goole, DN14 5BA

Responsible To: Rotherham Minster (All Saints) Parochial Church Council

Reporting To: Incumbent, Rotherham Minster (All Saints)

Responsible for: Church Administrator and Cleaner

Employment Term: For a fixed term until 31st December 2028 in the first instance. This is a post which is funded by a grant from the National Church. There will be further opportunity for us to review and extend the role with the current expectation that could be until 2031. Regular reviews on this will take place and we have a strong record for applications and grants but can't give guarantees.

Main Purpose of The Role

The main purpose of the role is to support the implementation of our vision to be a Resourcing Church and the ministry of Rotherham Minster & St Paul's Masbrough (the mission area) by making a dynamic and strategic contribution as Operations Manager. Ensuring the safe, effective and compliant operation of Rotherham Minster and Mission Area.

The Operations Manager will be a key member of the Resourcing Church team, whose aim is to grow and equip new and existing disciples to build new congregations and strengthen existing ones in Rotherham.

Key aspects of the role will include;

- **Estates:** managing mission area estates including the church buildings, other buildings and grounds ensuring that they are well maintained and utilised.

- **Management of Office and Administration:** working with the Church Administrator to manage and develop effective central administration services in support of the mission area.
- **Communications:** managing and developing internal and external communications in support of the mission area.
- **Governance:** ensuring the mission area remains compliant in all statutory areas and adheres to insurance, church and government guidelines.
- **Finance and Fundraising:** overseeing fundraising applications and administration and having oversight of finances, working with the church administrator and Book Keeper.

Main Duties and Responsibilities:

1. Estates

- 1.1. Oversight and management of the mission area estates, including line management of the Church Administrator.
- 1.2. To work with the PCC, its fabric officer and its sub-committees to continue oversight of coherent management of the Church Estates.
- 1.3. To attend monthly fabric team meetings and report on key estates management activity.
- 1.4. To line manage and enthuse staff and volunteers involved in the maintenance, cleaning and operation of the building especially the fabric team.
- 1.5 To actively recruit volunteers and develop teams to assist in the maintenance and operation of Rotherham Minster.
- 1.6. To develop a plan of repairs and maintenance, drawing on the recommendations of the Quinquennial reports, with the support of the Diocesan Buildings Officer.
- 1.7. To have oversight of any estates works and ensure all necessary paperwork is in place (e.g. Faculty applications) with the support of the Diocesan Buildings Officer.
- 1.8. To work alongside the PCC and Inspecting Architect in the development of the major re-ordering project.

1.9. To organise and oversee routine maintenance and repairs within approved budgets.

1.10. To ensure that internal and external bookings of the church building are well managed to maximise usage including its availability for concerts, musical events, civic services, rehearsals and choir practices, concerts as well as the regular schedule of church services.

1.11. To oversee good health & safety practice across the church buildings and Mission Area.

1.12. To oversee 24-hour security and fire safety provision (on-call is not required).

1.13. To oversee the management of the property 'owned' by the PCC and liaise with the necessary external bodies in relation to those properties.

2. Management of Office and Administration

2.1. To provide day to day line management of the Church Administrator & cleaner, administrative volunteers as required, including staff development and the development of the team ethos.

2.2. To manage the existing administration service to support the mission of the Resourcing Church including finance, HR and IT functions.

2.3. To manage the church office environment to ensure that the working environment and working practices are efficient, flexible and fully support the mission and values of the Rotherham Minster Resourcing Church.

2.4. To maintain and continue to innovate new office systems, ensuring best use is made of electronic systems and databases.

2.5. To manage a budget for the day-to-day operation of the Church Building and church office.

2.6. To oversee the scheduling, planning and resourcing of major festivals (eg. Christmas, Easter, Remembrance) and events (e.g. Heritage Days).

3. Communications

3.1. To oversee the development and implementation of church-wide information and communication systems.

3.2. To liaise or correspond with external parties on behalf of Rotherham Minster or the Incumbent (e.g. Church Insurers).

3.3. To ensure that the website is regularly updated.

3.4. To oversee the scheduling of notices and news to the church family through appropriate methods (e.g. notice sheets, newsletters, in-church TV screens).

3.5. To develop social media presence of the church.

3.6. To manage the promotion of Rotherham Minster events both internally and externally.

3.7. To ensure consistency of branding, style, and messaging at Rotherham Minster.

4. Governance

4.1. To advise the PCC and Committees in relation to governance, charity, HR and IT requirements.

4.2 To support the Church Wardens in ensuring all recordkeeping and reporting requirements are up-to-date (e.g. Church Logbook, Statistics for Mission, Energy Footprint tool).

4.3 To manage the safer recruitment processes for all volunteers in the life of Rotherham Minster, ensuring appropriate processes and training are complied with.

4.4. To ensure all necessary risk assessments are in place and updated regularly, to ensure compliance with insurance requirements.

4.5. To maintain the mission area statutory documents such as the Health and Safety and Data Protection policies.

4.6. To support the development of PCC policies such as the safeguarding policy.

4.7. To liaise with external authorities & stakeholders including Rotherham Deanery, Sheffield Diocese and Rotherham Metropolitan Borough Council as required.

5. Finance and Fundraising

5.1. To work closely with the Finance Team, Church Administrator and Book Keeper in relation to the ongoing development of financial, budgetary and procurement systems.

5.2. To oversee and liaise with the Church Administrator and Book Keeper on the management of office petty cash and payroll systems.

5.3. To research, apply to and manage fundraising opportunities including the ongoing claims and reporting essential to successful applications for the mission area and St John's Goole.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Minster's mission.

PERSON SPECIFICATION : OPERATIONS MANAGER

The successful candidates are likely to be/have:

		Essential	Desirable
Sympathy with the mission and values of the Mission Area		x	
Experience	<ul style="list-style-type: none"> • Proven experience of growing, managing and developing teams including supervision, appraisal, grievance and disciplinary procedures. • Proven experience of setting up and managing effective and efficient workflow and administrative systems. • Proven management experience in an administration or communications role with budget responsibility. • Proven experience of using Microsoft Office (Word, Excel, PowerPoint, Outlook). • Experience of branding and consistency in messaging. • Experience using design software such as Canva • Experience of scheduling & managing multiple diaries • Experience of successfully applying for small and medium sized grants 	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p>

Skills, Abilities & Attributes	<ul style="list-style-type: none"> • Proactive, organized and dynamic, with an ability to grasp detail and complexity and reach appropriate resolutions in relation to the bigger picture. • The ability to manage, build/develop and energise a staff & volunteer team and assist them in prioritizing and organizing their tasks. • The ability to build effective relationships with colleagues and volunteers throughout the church to inspire confidence. • Flexible with the ability to manage projects and ongoing work with limited resources and to tight budgets and timescales • Excellent interpersonal and communication skills including telephone manner, with the ability to resolve issues appropriately in a service environment. • High level of personal and professional commitment including ability to work confidentially • Commitment to ongoing learning and personal development 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	
Knowledge	<ul style="list-style-type: none"> • An understanding of the church or charitable / voluntary sector • Financially literate with understanding of accounts and accounting software • An understanding and empathy with the mission, structure and culture of the Church of England 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	
Education	<ul style="list-style-type: none"> • Appropriate professional qualifications or equivalent experience e.g. Business Management, Finance, Facilities Management or HR • A degree or higher professional qualification in a relevant subject 	<p style="text-align: center;">x</p>	<p style="text-align: center;">x</p>

Terms and Conditions of Service	
Employer:	Rotherham All Saints (Rotherham Minster) PCC

Fixed Term:	The position is for a fixed term until 31.12.2028
Date of Pay:	25 th of every month
Salary:	This is a full time (35 hours) salaried position at £28,000 plus pension as an employee of Rotherham Minster
Working hours:	35 hours per week. The post will require a flexible approach to working hours. It is anticipated that mostly this will be office hours but will include attendance at some evening and weekend meetings and events
Place of work	Based at Rotherham Minster, but may occasionally be required to work at other locations.
Holiday	25 days for the first 4 years.
Working Expenses	Normal working costs reimbursed on expenses

The post is subject to satisfactory References.