

Operations Manager, St Mary's Bletchley: Candidate Pack

Letter from Revd David McDougall

Thank you for your interest in this role at St Mary's. I see the Operations Manager as a strategic appointment and a critical building block in our Ten-Year Vision. I'm excited about having the right person come and join our growing team.

I've been Rector at St Mary's for just over three years. It's a return to Bletchley for me as I served my curacy here 30 years ago. A lot has changed in that time, but we have the same call to witness to the loving purpose that Jesus has for everyone in our ever-growing parish.

I hope you will find the candidate pack interesting and that you will sense clarity as to whether this is the role for you to explore. I'm always happy to talk more about the role if you want to get in touch via the church office.

Thank you for your interest.

David

Profile of St Mary's Bletchley

The parish: St Mary's Bletchley is an incredibly diverse parish. Home to Bletchley Park, the top-secret World War Two code-breaking operation (and now vibrant heritage attraction) it is a parish with luxury housing and homes in utter disrepair; employed and unemployed; stable and dysfunctional families.

The population is soaring and is now above 27,000. The parish is largely comprised of estates built since the 1950's and the house building continues. Often the communities being built that have few amenities and not much sense of community. The parish has 8 primary schools, 1 secondary school and 2 schools catering for special educational needs.

We have some deep social issues including poverty, debt, domestic abuse, addiction, vandalism, loneliness and, most sadly of all, a spirit of hopelessness.

The majority of our community no nothing of Jesus and the loving purpose He brings to living.

The call and the Vision: St Mary's cannot leave things as they are. We are called to make a difference and be part of the transformation of our community.

God is calling the church to respond to a ten-year vision. Cast in 2015, we believe there are 7 pieces of the jigsaw, namely to:

- serve our community in many practical and co-ordinated ways;
- finance and build a purpose-built church community centre;
- restore and renew our community church yard;
- launch a long-term discipleship programme;
- find, equip and support, new leaders;
- finance new staff posts so that the right skills are on the staff team;
- pioneer at least three new churches for a new generation.

Progress so far: With God's blessing, we are making progress. So far, the most significant developments have included:

- pioneering a new church at Newton Leys, a new housing estate on the edge of the parish;
- transplanting 30 members of the congregation into our neighbouring parish at St Frideswides's (the most deprived parish in Oxford Diocese);
- the initial phases of restoring our community church yard;
- some pioneering initiatives in the Melrose Estate and forging strong links with the local community centre, including establishing a regular debt counselling drop-in.

The appointment of the Operations Manager is an important step in building the staff team. It is a key appointment to release other staff members to fully utilize their giftings.

Church buildings and staff team: Buildings are an important part of the Operations Manager role. There are three key church owned buildings. The church itself is a Grade 1 listed building dating back to the 13th century. The Church Hall was built in 1962 and is home to the church office hub. St John's was bought by St Mary's in 2004, having been originally built as a Methodist Church back in 1954.

In addition, St Mary's also has four clergy houses (which although owned by the Diocese, do need upkeep and maintenance).

There is a sizeable staff team. The Operations Manager will report to the Rector along with the clergy team, the two children's workers and the youth minister. The Operations Manager will be responsible for the Finance Officer, an Administrative and Communications Officer, the caretaker and the cleaner plus various volunteers.

Purpose of the Operations Manager Role

The purpose of the role is to:

- manage the Church **owned** premises and facilities: a wonderful Grade 1 listed church building, a Church Hall which is also the office hub, a Community Hall (St John's) and four clergy houses
- to provide the administrative infrastructure that will facilitate the key ministries of the Church and help to advance the achievement of the Church's Vision, and release the Rector and the clergy team in their ministries. Developing HR frameworks and processes for all the staff employed by the PCC is crucial here
- to line manage all the staff not reporting to the Rector (currently the Finance Officer, an Administrative and Communications Officer, the caretaker and the cleaner plus various volunteers)
- to develop clear administrative and operational processes so that volunteers can deliver effective "surge capacity" at busy times of the year
- deliver hands-on administrative support

Key Responsibilities of the Operations Manager Role

Management

- Develop the vision for the Operations Management of St Mary's
- Develop and build the team
- Take overall responsibility for the management and use of the site
- Take responsibility for the development and maintenance of the site and staff houses
- Create and oversee a strategy for the external and internal communication of St Mary's
- Line-manage the administration, finance and volunteer teams
- Responsible for Human Resources and the maintenance of the breathe-HR database

- Oversee the Church Calendar ensuring its completeness and accuracy and the readiness of Church premises and facilities for activities and events
- Oversee the preparation of serving team rotas to meet the church activity requirements.
- Be responsible for the maintenance of HR, payroll and pensions framework for staff employed by the PCC
- Contribute to the development and implementation of the operations components of the strategic vision
- Ensure proper documentation is maintained

Administration

- Produce and maintain Church policies as required to meet statutory requirements and to ensure the safety and well-being of staff, congregation, premises users and visitors. Ensure that policies are underpinned by administrative processes
- Support PCC Secretary as required with meetings of the Parochial Church Council including the preparation of the agendas, preparation and distribution of papers production and publication of minutes of meetings and PCC Awaydays
- Support PCC Secretary with the Annual Parochial Church Meeting and associated requirements
- Deal with attendance statistics, all parish registers, Diocesan correspondence and annual returns
- Review Connection Parish Magazine drafts on a monthly basis providing feedback and updates as required to Church content
- Provide hands-on administrative support, dealing with routine and exceptional administrative issues as they arise

Operations

- Deal with routine and exceptional operational issues as they arise
- With the Buildings and Grounds Committee, identify and coordinate repairs, redecoration and cleaning including buildings repairs identified through Quinquennial Inspections
- Maintain the Church Log Book and Terrier
- Maintain the Health & Safety Risk Assessment documentation and ensure regular completion of assessment

- Be responsible for internal and external, Event Management)e.g. Weddings and Funerals, Harvest Supper) including overall organisation and promotional aspects
- With the IT Committee, identify and prioritise IT requirements and coordinate the provision of solutions

Person Specification

You will be:

- be a passionate follower of Christ with a heart for facilitating ministry and mission
- a role model of Christian values, disciplines and spiritual life
- have relational and bridge-building skills
- have a track record of building and managing teams of volunteers and paid staff
- have substantial experience in facilities and operations management
- humble and teachable
- willing to work within a ministry team
- able to be flexible and have enthusiasm with a sense of humour
- able to show a high-level of PC literacy including proficiency in Microsoft Office Suite

You would:

- work as part of a great staff team serving the wider church
- be expected to worship at St Mary's
- receive a salary £25,000 - £27,000 (based on full time) dependent on experience.
- receive 28 days' holiday per annum inclusive of bank holidays
- receive a pension

The application process

- Please submit a cv and a covering letter explaining why you believe you would be suitable for the role (including your match with the person specification). Please send applications for the attention of Chris Hayter (Church warden) at St Mary's Church Office, Church Green Road, MK3 6BJ
- The closing date for applications is Wednesday 14 February
- Interviews will be scheduled for early March

- If you want to have an informal conversation to explore the role, please contact the church office office@stmarysbletchley.org and provide some contact details for the Rector, David McDougall, to get in touch.

