



**Following Jesus: The Way, the Truth and the Life**

## **Operations Director (Facilities & Events)**

### **Purpose**

The Operations Director (Facilities & Events) is a key part of the St Paul's staff team, enabling and organising the use and development of the church space. They are a passionate, organised leader, working with the clergy and the other Operations Director (Ministry) as a member of the senior leadership team.

### **St Paul's Church**

St Paul's is a large evangelical church in Leamington Spa (recently voted one of the best places to live in the UK). We are a Mission Hub (a resource church) for the diocese, with a vision to, together with others, give everyone in our area a meaningful opportunity to respond to the Good News of Jesus by Easter 2033.

### **Accountability**

The Operations Director (Facilities & Events) will be accountable to the PCC as employer through their line manager the Vicar. They will work in close co-operation with the clergy, Operations Director (Ministry), the operational staff, the ministry staff and church members.

### **Terms and Conditions**

- Permanent full-time or  $\frac{3}{4}$  time (30 – 40 hours per week) including Sundays, some evenings, and the need to be available at short notice in emergencies.
- Salary Scale - £35,000-40,000 FTE pro rata (depending on experience) plus up to 5% matched pension contribution.
- 5 weeks annual leave pro rata, plus bank holidays
- As a member of the senior leadership, this post requires a DBS disclosure.

### **Duties and Responsibilities**

#### **Senior Leadership**

- Attend PCC, Standing Committee (SC), Senior Leadership Team (SLT) meetings.
- Engage with and participate in the leadership and direction of the church.

#### **Fabric and Facilities Management**

- Line manage the employed fabric and facilities team members (including media manager).
- Manage the use and development of the church space and the church-owned properties.
- With the SLT, develop and direct the next phase of building redevelopment, to increase the effective use of the church space and owned buildings for the ministry and vision of the church.
- Oversee and direct fabric and facilities improvements, including working towards the 2030 goal for net zero and applying for relevant grants and permissions.

- Manage the process of delegating work to staff and church members to ensure that our buildings and resources are used well to facilitate our ministry and mission.
- Manage the fabric and facilities teams (including the buildings subcommittee) and monitor delivery of budgets throughout the year.
- Oversee and co-ordinate the eco group.
- Oversee Health and Safety policies and legalities, ensuring that proper policies and procedures applicable to the use of church premises (e.g. risk assessments, health & safety, food hygiene etc) are in place, are regularly reviewed and are being complied with.

### **Services and Events Coordination**

- Liaise between the leadership (e.g. Senior Leadership Team, ministry staff, leaders) and teams (e.g. church office, kitchen, team) for the smooth delivery of services and events, making effective use of the facilities, and ensuring that the practical requirements are in place.
- Oversee the practical arrangements for Sunday and midweek services and events, including weddings and funerals, and the cafes.
- Liaise with the Operations Director (Ministry) to ensure smooth delivery of all courses. Agree with them who is responsible for which course or event, and cover each other for holidays.
- Manage individual projects as and when the need arises.
- Develop a team of church members to provide care for people in need who turn up when the building is open.
- Manage the bookings and organisation of church and community events, in liaison with the SLT
- Liaise with SLT for medium- and long-term planning and diary management and ensuring that this is kept on the agenda of the senior team, and planned well in advance.

## Person Specification

	Essential	Desirable
<b>Christian Experience and knowledge</b>		
Committed and baptised Christian, involved in church activities (this role carries a Genuine Occupational Requirement)	x	
Willingness to work within the authority structures of the Church of England and to be or become a full member of St Paul's	x	
An evangelical Christian who is prayerful & open to the renewing work of the Holy Spirit and one who holds to traditional church beliefs and teaching in matters of faith and conduct	x	
<b>Personal Qualities</b>		
Ability to respect confidences and act with tact and sensitivity	x	
Complete reliability	x	
Well-organised and able to carry responsibility	x	
Ability to work well with others	x	
Approachable	x	
Positive, optimistic and resourceful when dealing with obstacles and change	x	
Enjoyment of working flexibly where needed	x	
<b>Skills / Experience</b>		
Good level of education, preferably to A level (or equivalent) or higher	x	
Mature and experienced leader, able to lead effectively, think strategically and plan carefully	x	
Experienced in serving in a range of church ministries, courses and events with large teams and complex requirements	x	
Experience in administration	x	
Good communication skills	x	
Substantial knowledge of safeguarding issues and procedures	x	
Familiarity with standard office software packages including Word, Excel, PowerPoint		x
Familiarity with Church of England safeguarding policies and procedures		x

<b>Other</b>		
Willing to undergo enhanced DBS disclosure and all necessary safeguarding training	x	
Car owner / driver		x
Physical ability to carry out the demands of the job	x	
Able to be available at short notice and outside regular office hours if required	x	