



## Job Profile

<b>Job title</b>	Office Manager (Church Operations)
<b>Department</b>	Church Operations
<b>Responsible to</b>	Associate Vicar for Ministry
<b>Responsible for</b>	Vergers, Worship Coordinator, Congregational Volunteer leaders: eg the leaders of the Stewards, Bell Ringers, intercessors, healing team, Bible readers.
<b>Key internal relationships</b>	Clergy, In-House Music team, Lay team leaders associated with worship, Site team, Communications and Marketing Staff, Sheppard Scholars, Church Wardens, PCC Treasurer and SMITF finance team, SMITF Trust team.
<b>Main purpose of job</b>	To manage the Church Operations department, including worship, cross-site liaison, funding application and the areas of the site under the care of CHOPS.

### Main duties and responsibilities

#### 1. Strategic Leadership

- To take our strategic priorities and plan systems and organization which ensures that the logistical running of the congregational life reflects these priorities
- To work within our dynamic team to help us to develop our post Covid strategy for congregational life
- To work with the PCC Treasurer, clergy and PCC to deliver a renewed vision for congregational giving.
- To be the voice of practical logistics in key strategic discussions for the future of the congregational life of the church.
- Help develop and deliver a strategy for lay vocation/volunteering within the congregation
- Help develop and deliver a strategy for the understanding and integration of online congregation
- To turn bold and innovative ideas for what the Church of the Future could be into a reality in the lives of our congregation and wider community

#### 2. Management of the church office

- Ensure the smooth running of the Church Office including allocation of materials and resources
- Ensure the clergy have administrative support as needed, working with HR and the PCC Treasurer to hire temporary and permanent staff as needed.
- Work with the estates and IT teams to ensure the provision and maintenance of IT and office equipment for CHOPS staff and clergy.
- Work with the HR team to ensure the training and induction of new Clergy/CHOPS staff

#### 3. Finances

- Work with the finance team to keep on top of the budgets for CHOPS and to sign off expenses forms.
- Work with the PCC Treasurer and finance team to keep the Vicar and AVMin abreast of the day to day finances.
- Attend meetings about the spending of funds within the church.

- Ensure good cross-site communication and collaboration from CHOPS on fundraising and spending.
  - Managing staff application and administration of the Vicars General Fund.
- 4. Site Coordination**
- Ensure the good order and management of the Austen Williams Room, George Richards Room and the associated kitchen and hallway.
  - Ensure the good management of the church when it is open to the public or being used for worship.
  - Represent CHOPS in some day-to-day cross-site discussions about the use of the site, programming, etc.
  - Write and follow up faculty applications as needed, working with the estates team and SMITFL CEO.
- 5. Congregational Life**
- Oversee the good organisation of projects relating to the church community life, including away days, congregation facebook and WhatsApp pages, courses and events working with the Worship Coordinator, CHOPS Comms staff and Sheppard Scholars as appropriate.
  - Working with PCC Treasurer, facilitate fundraising for Congregation and theological activities through the SMITF Trust.
  - Receive and process correspondence from the diocese.
  - Coordinate annual reports as needed.
- 6. PCC**
- Be the PCC secretary (with the Worship Coordinator as the PCC minutes secretary).
  - Be the PCC GDPR officer
  - Keep PCC paperwork and files in good order and accessible to those who need it.
  - Work with the Vicar, Church Wardens and PCC Treasurer to ensure the good order of PCC procedures.
  - Prepare paperwork for and ensure follow-up from the Annual Parochial Church Meeting (APCM) and other events such as the Quinquennial Inspection from the diocese, working with the Worship Coordinator, Church Wardens, Site Manager and others.
  - Be the Church Electoral Roll officer, working with AVMin to ensure good induction for new members.
- 7. Worship**
- Oversee the team of administrators and vergers carrying out the arrangements for worship services (including for children's and youth work).
  - Line-manage the Worship Coordinator and Vergers.
  - Develop and deliver an efficient and effective strategy for weddings and other special services, ensuring that this is joined up with the events department.
  - Liaise with the clergy to organise new worship initiatives, linking with the music department as needed.
  - Be responsible to the Vicar through the AVMin to ensure there is proper process for our congregation activities, such as DBS checks, GDPR adherence, as well as any other legal requirements.
  - Attend weekly Clergy Meetings and ensure items are actioned.
- 8. Volunteer team coordination**
- Ensure there is annual training, recruitment, support and communication for teams associated with worship, e.g. Healing Team, intercessors, servers.
  - Support the Head Steward through regular communication, and where needed attending team stewarding leader meetings to enable better welcome and organisation of services.

This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

## Knowledge, skills and abilities

### Essential

- Good knowledge and appreciation of church services and activities, and the religious aims of St Martin-in-the-Fields
- Sound experience of strategic planning, organisation and office management
- Ability to respond calmly yet confidently to last-minute challenges and problems
- A problem solver with resilience, flexibility, creativity
- A person who takes responsibility to ensure that tasks are completed
- Eye for detail and commitment to uphold the reputation of St Martin-in-the-Fields
- Team player with an interest in people, who enjoys working with others within a large and varied organisation
- Ability to represent the interests of Church Operations assertively and with grace in cross site discussions
- Ability to build good relationships and to maintain them while being persistent to ensure that jobs get done.
- Uses good processes to plan, progress and achieve conclusions.
- A willingness to think outside of the box.
- A high level of self motivation and ability to motivate others
- A person of integrity who can keep the confidence of others
- Enthusiastic support for the aims and theology of St Martin-in-the-Fields including our commitment to environmental sustainability and equality and diversity.

### Desirable

- Familiarity with the theological writings of Sam Wells
- Management experience

Some evening and weekend work is expected which may include Sunday mornings and some bank holidays (with time off in lieu).

The role is for the equivalent of 3.5 days per week (28 hours) spread over up 4-5 days, including at least 4 x 6 hours on site in office hours.

Salary equivalent of full time £37,000.

Post permanent following a three-month probation period.

To apply please email your CV and supporting statement to Siân Conway: [sian.conway@smitf.org](mailto:sian.conway@smitf.org)

**The close for applications is 10th December 2021 with interviews on the 13th and 14th (afternoons).**

Signed by employee:

Signed by manager:

Date:

Date: