

Operations Director

St Luke's Church, Thurnby

St Luke's, Thurnby is a community of followers of Jesus of all ages. At the heart of all we do is the Bible and its message of forgiveness and hope that comes through Jesus. We are a Church of England Church in the Diocese of Leicester and are part of the Cornerstone Resourcing Church Team.

We have four key foundations: **belonging** – living as the family of Jesus, **growing** – becoming more like Jesus, **multiplying** – proclaiming Jesus and planting churches, **servicing** – living out the love of Jesus.

Our three priorities for 2023 are to **grow in sharing our faith in Jesus**, to **build and open the Hub community centre and café**, and to **grow our youth and children's work**.

Our leadership includes a substantial staff and clergy team, committed team of volunteers, and there is a growing programme of regular activities and one-off events. As part of a Resourcing Church Team we are supporting pioneering work in Netherhall and in 2022 we planted Living Hope Church in Thurmaston. In 2023 we are building and opening a community centre and café in Thurnby.

We are seeking a full-time Operations Director to enable us to continue to turn our vision into reality and to release pastoral staff to focus on pastoral ministry and leadership.

The Role

- The Operations Director will work closely with the church leadership (Rector, Associate Rector, churchwardens, PCC) in developing and implementing strategies and procedures to give life and shape to the church's vision and by overseeing operational and administrative tasks.
- During a time of considerable development in the life of St Luke's, you will have a real opportunity to make a positive and creative difference in ensuring we continue to live out our foundations and priorities.
- Responsibility for operations and administration does not mean doing everything; instead you will be supported by the staff team and other volunteers from the church family.

What We Offer You

- A church family who will pray for you, partner with you, encourage you, and help you love Jesus more.
- A dedicated, supportive, and enthusiastic staff team to be part of.
- A commitment to your wellbeing and discipleship, ensuring you have a full day off each week, and some flexibility to your working hours (noting some fixed points e.g. Sundays).
- A salary of £29,500-£35,000 (depending on experience and qualifications) plus pension contributions with 25 days paid leave and 8 days recognised holidays to be taken each year.
- Expenses related to the role paid for, a work computer, and a work phone contract.
- Time and funding will be made available for you to take retreat days, attend relevant conferences and training events, and undertake further training or qualifications.

The Kind of Person We Are Looking For

Essential

- A living and growing relationship with Jesus rooted in prayer, empowered by the Holy Spirit, with a commitment to the Bible as God's true and living word, and an excitement for living and modelling faith in Jesus.
- A sense of sharing the vision and priorities of St Luke's with a passion for seeing the kingdom of God grow and for people to come to know Jesus Christ.
- The ability to communicate and relate well to others, both within and outside the church; to be a team player, and to work well with outside agencies.
- Someone who is able to see 'the big picture', as well as overseeing the smaller scale details.
- Experience managing staff and volunteers and the ability to oversee and delegate to others.
- Good organisational skills to handle finances, budgets, payroll, HR questions, compliance, data collection, and familiarity and confidence with IT hardware and software.
- Ready to play a full part in the life of St Luke's Church and the wider Cornerstone Team.
- A clear understanding of safeguarding processes, regulations, and recommendations in relation to working with children, young people, and vulnerable adults.

Desirable

- An openness to learn and develop, undertaking further training as appropriate.
- Willing to live within 5 miles of Thurnby and a flexibility about working from home.
- A full UK driving licence and use of a car.
- Previous work experience and knowledge of the church or charity sector
- Familiarity with software relating to church management, accounting, Human Resources.
- An understanding of the Church of England structures

Key People Links

- Directly responsible to and line managed by the Rector, on behalf of the PCC.
- Collaborating with the clergy and staff of St Luke's Church and the wider Cornerstone Ministry team.
- Providing support for the churchwardens, standing committee, and PCC.
- Working with volunteers within the church.
- Being an active part of the St Luke's Church community as a member of the church.

Main Responsibilities

Leadership: Working closely with the leadership of St Luke's to develop and deliver strategic oversight of operations enabling pastoral staff to be released for pastoral ministry.

- Work closely with clergy and other leaders in the church to turn vision into strategy, to set priorities for each year, and to ensure clear communication of who we are and what we are doing.
- Along with other leaders in the church, recruiting, equipping, and encouraging volunteers in all areas of the life of St Luke's
- Lead in setting the culture of St Luke's by playing a full part in the life of the church through involvement in services, a home group, other church activities and events.
- Oversee and line-manage operational and administrative staff as appropriate.

- Meet with churchwardens as needed and support the PCC and Standing Committee as non-voting member.
- Attend staff meetings and play a full part in the staff team, taking a lead on operational matters.
- Liaise with the Diocesan Resourcing Church Administrator and other diocesan officers as required.

Operations: Taking overall responsibility for operational activities of St Luke's, ensuring structures and systems are in place to support the church's ministry, mission, and worshipping life.

- **Services and Events:** Overseeing the smooth operation running of church services and all other church events, regular and one-off, offering support to those organising them.
- **Communications:** Ensuring effective systems are in place for communicating with the church family and the wider local community.
- **Staffing:** Responsibility for contracts, payroll, policies, staff handbook, and management of holidays.
- **Finances:** Liaise with treasurer; oversight of office functions including invoices and expenses; regular giving and gift aid reclaim (with stewardship coordinator); grant applications for major projects.
- **Administration:** Overseeing office equipment and supplies, filing and record keeping, church management software and database, maintaining church calendars, parish returns, statistics, and
- **Policies and Compliance:** Ensuring all relevant policies, legal obligations, and procedures are kept up to date and reviewed regularly; preparing and submitting annual return to the Charity Commission.
- **IT:** Responsibility for maintaining and developing the church's IT equipment, systems, and software.
- **Buildings:** Supporting the churchwardens in their responsibility for the care and upkeep of the church building to ensure it is kept in a safe, compliant, and well-managed order; manage the church cleaner(s).

Mission: To offer operational support to the Hub Community Café, and to our Church Plants and Fresh Expressions/Pioneering ministries to enable them to thrive and succeed

- **The Hub Community Cafe:** Act as Company Secretary; involvement in finances, compliance, and systems development as the Hub launches and is established; maintain links and communication between the Hub management board and the PCC.
- **Church Plants, Pioneering, Fresh Expressions:** Provide operational support for the leaders of Living Hope Church Thurmaston, and other mission projects of St Luke's and the Cornerstone Team—including with finances, grants, liaison with Diocesan Resourcing Church Officers, IT, and compliance.

Employment Particulars

As this role involves leadership within the life of St Luke's Church, there is a Genuine Occupational Requirement that the person be a committed Christian in accordance with the Equality Act of 2010.

Employment: You will be employed by St Luke's PCC (registered charity #1133016) on a permanent contract with an initial six-month probationary period.

Salary: Starting salary will be between £29,500 to £35,000 (dependent on experience and qualifications). The salary will increase by annual increments on the anniversary of the start date, subject to a satisfactory appraisal, up to the maximum of £35,000. The salary will also be adjusted annually taking into account things like cost of living and inflation. You will also be entered into a pension scheme.

Location: You will need to be based in or close to Thurnby. We will do as much as we possibly can to assist you if you need to relocate for this role.

Hours: This post is full time (37.5 hours / week) with hours worked with some flexibility but will include some evenings and weekends. It is understood that you will have one full day off per week, not being Sunday, clear of any church work.

Holidays: The post holder will be entitled to 25 days of paid annual holiday and 8 days recognised holidays each year to be taken at such times as agreed with the line manager.

Safeguarding: We take all aspects of safeguarding seriously and expect every member of the team to do all that can be done to keep people safe. This post requires an enhanced disclosure by the Disclosure and Barring Service and will require the appropriate safeguarding training to be undertaken.