

Head of Operations

JOB DESCRIPTION

Title	Head of Operations
Reports to	Michael John, Vicar
Location	St Peter's Vauxhall
Salary	£30,000 - £35,000
DBS required	Yes

Role context	St Peter's seeks to be a church community which carries the love of Jesus to the heart of London. We are two services with distinct styles of worship but with the same message of the Gospel. As a Christian organisation our faith is an integral part of our working culture. This role presents a unique opportunity to develop all the operations and future projects in the life of the church.
---------------------	---

Role purpose	The Head of Operations will plan and deliver the logistics and organisation of the church and be capable to deliver the strategic plans on ground level. As part of the leadership of St Peter's, they will work with the vicar and trustees, to make strategic decisions as we seek to live out our vision. Additionally, this role is to strategically grow a team to support the work of St Peter's, specifically in the areas of oversight as outlined below.
---------------------	---

Responsibilities	<p>Operations - Develop, implement and oversee processes, systems and operations to ensure the smooth running of church and office activities.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance & data protection establishing correct policies and procedures and making sure they are adhered to • Work in planning and delivering specific project events and major church services, such as Vision, Giving & Serving Sundays • Providing a suitable working environment with required working equipment when the time comes • Oversight of one-off conferences and events, including Focus • Oversight of ongoing hirings and bookings in keeping in line with the vision of the St Peter's. • Ensuring the storage of information (both electronic and hardcopy) is in line with the churches policy and responsibilities under the Data Protection Act • Implementation of our data management systems
-------------------------	--

Building and facilities - Maintain the church building(s) including any development or repairs

Responsible for:

- Build and chair the buildings committee
- Overseeing any building project or redevelopment
- Work with our inspecting architect for our 2023 quinquennial report and feedback findings to trustees
- Submit and process any DAC application for relevant building works
- Present quotes and proposals for building development to the trustees on behalf of the buildings committee and vicar
- Managing the instruction of contractors
- The general day to day running of the building including any maintenance and annual tests and inspections of the church building and equipment
- Managing key community relationships with Vauxhall city farm, local residents and other interest groups
- Ensure the office is equipped
- Oversee the church's alcohol licence

Finance - General oversight over the entire budget, regularly reporting back to Vicar and Treasurer to ensure the church remains in budget and cashflow is managed.

Responsible for:

- Tracking all expenditure and income through our financial management software
- Reporting to the standing committee and trustees on the accounts
- Management of bookkeeper
- Oversight of processing giving and claiming of gift aid
- Working with vicar and trustees regarding fundraising where necessary for special projects
- Hiring and working with the independent examiner and accountant to complete the annual accounts
- Enforcing the financial regulations policy approved by the Trustees

Governance - Supporting the Secretary of St Peter's Vauxhall Mission Initiative to ensure the organisation remains compliant with requirements of a charity, company and BMO.

Responsible alongside the secretary for:

- Be a strategic voice in discerning the outworking of the vision of St Peter's in both an operational and spiritual level
- Work within the Church of England structures to ensure smooth relationships and diligent management, especially within the local parish (North Lambeth Parish) & wider diocese (Southwark).
- Arranging regular meetings of the trustees and standing committee, preparing agendas, papers and minutes and be in attendance.
- Reporting to Charities Commission and Companies House on behalf of trustees including the submission of Annual Return, Report and Accounts

	<ul style="list-style-type: none"> • Drafting emails / letters from the trustees to relevant parties • Prepare papers for annual meeting alongside preparing the electoral roll as the Electoral Roll Officer <p>HR Establish and maintain the requirements of an employer to ensure staff when appropriate are paid monthly, investment is made to develop the team and the organisation complies with employment law.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Establishing a programme of development for staff and clergy and reviewed annually • Alongside the trustees to review all staff and clergy JD on annual bases • Recruitment of new staff from initial interview to final employment • Managing payroll • Setting up of pension scheme for all staff • Maintaining a safe working environment inline with employment law • Organise induction and training for all staff and clergy to ensure we maintain a safe environment. Including fire, H&S, systems etc.

<p>Essential Skills</p>	<ul style="list-style-type: none"> - A self-starter able to work on own initiative, to identify problems and find solutions quickly. - Be a confident and strategic thinker, with the ability to analyse issues and offer a choice of solutions to problems and challenges, discerning as to when to take decisions and when to escalate, as well as when to flex to accommodate others. - Practical, and able to learn new skills as required. - Good with people and able to show strong emotional intelligence and so able to factor the 'people' aspect into projects, opportunities and challenges. - Able to prioritise competing demands - Computer literate with Microsoft Office packages (e.g. Word, Excel, Email) - Polite, confident and servant hearted - Ability to follow exact instructions in a timely manner - Proficient at keeping on top of multiple things at once - Proficient in executing the vision of the church - Project management skills - Excellent communication skills both written and oral - Excellent organisational skills - Flexible attitude - Good interpersonal skills - High attention to detail - High level of confidentiality - Budget management - Excellent in administration <p>Desirable</p> <ul style="list-style-type: none"> - Practical experience in working in a church
--------------------------------	--

Safeguarding	The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.
---------------------	--

Work Expectations	<ul style="list-style-type: none"> - Monday - Friday, 9am-5pm, 35 hours. We welcome candidates who would like flexible working hours. - 25 days holiday per annum with 3 additional days after Christmas Day - Six month probation period - The role holder will need to be available to work key dates and events which could include Christmas services, Easter services and Annual Parochial Church meetings when required - Available to work at Focus (the church holiday in the summer, one week duration) - Attend weekly meetings with vicar - Attend and be involved in the termly prayer meetings - The role has an occupational requirement that the post-holder has an active and lively Christian faith - For the right candidate, we can offer flexibility around working hours and the possibility of some distance working. - The appointment will be subject to satisfactory completion of the safer recruitment process recommended by the Church of England - Whilst we believe that this role would be best suited for someone committed and worshipping at St Peter's, we welcome candidates committed to another church. <p>Training: St Peter's is committed to the professional development of all its employees. St Peter's will provide training in areas such as health and safety, risk management, data protection and the use of software such as ChurchSuite and Quickbooks.</p> <p>Hours: The post-holder will be required to work occasionally in the evenings and on Sundays. Where this occurs, Time off in Lieu will be given. We welcome candidates who would like flexible working hours.</p> <p>Pension: St Peter's will contribute 5% of gross salary. Employees who do not opt out of the pension scheme are required to make contributions of at least 3% of their gross salary.</p> <p>DBS: The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service.</p> <p>Right to Work: You must have the right to work in the UK. St Peter's will not be able to obtain a work visa on your behalf.</p> <p>Occupational Requirement: This post has an occupational requirement for the post holder to be a Christian, and to be in full sympathy with the aims and ethos of St Peter's purpose and mission.</p>
--------------------------	--