

## **Director of Operations**

### About The Role

STC Sheffield (St Thomas Crookes) is currently in a period of transition as we look to implement our new vision **For the City**, and become a resource church for the Diocese of Sheffield and the Yorkshire Baptist Association (YBA). It is an exciting time to join our organisation as we look to bless the city and be a church transformed to serve those around us in this new season for our church.

This role of Director of Operations will provide strategic and management leadership over our operations functions. You will be part of our Senior Leadership Team, working alongside the Team Rector, and providing oversight to key areas of responsibility.

If you have experience in operating at a strategic level in the charity or business sector, with skills in team leading, long-term planning, strategic implementation and project management, then this role might be for you. You will need to be a team builder, able to lead people with energy and enthusiasm, who can encourage healthy working practices and empower those who you work with. You will need to be confident, self-motivated, and be able to take the initiative.

This role is much more than task, but is about being a key leader in the church who provides guidance, oversight, initiative, and enabling the team to flourish in their roles. You would need to build up the team to release them to be autonomous, bringing your own strategic plans and ideas to bring fruit to the vision of STC. You will demonstrate strong and visible leadership that matches the values of STC Sheffield.

We are excited about the development of our church vision and long to see it turned into action. If you think you could help support us in this work through this role, we'd love to hear from you.

**Tom Finnemore**

**STC Team Rector**



## **Director of Operations**

### Job Description

#### **Description:**

The Director of Operations will ensure that STC Sheffield's long-term and day-to-day activities are in line with the vision. This role provides the organisational culture, structures and supports to enable the church to grow and develop. The Director of Operations will work with the Team Leader to achieve the vision and objectives of STC Sheffield by overseeing all operational, strategic and logistical tasks.

**Reports To:** Team Rector

**Responsible For:** Admin Team, Finance Team, Estates Manager & Communications Team Leader (with potential for change)

**Relates To:** Senior Leadership team, Ministry Leaders, Wider Staff Team, Church Council, Church Wardens

#### **Objectives & Responsibilities:**

1. Strategic Management of STC Sheffield
2. Management of the Wider Staff Team of STC Sheffield
3. Oversight of Facilities, Maintenance, IT & Infrastructure
4. Management of STC Sheffield's Finances
5. Oversight of the Administration & General Operations Functions
6. Supporting the Team Rector and Wardens with Governance
7. Wider Church Life at STC Sheffield

#### **1. Strategic Management of STC Sheffield:**

- 1.1 To play a key role in developing and implementing the vision of STC Sheffield, working closely with the Team Rector, focusing on the practical and logistical implementation.
- 1.2 To create and be responsible for the development and execution of STC Sheffield's strategic plan.
- 1.3 To turn the strategic plan and vision into executable action plans for teams across STC Sheffield in discussion with ministry managers & team leaders.
- 1.4 To oversee the provision of resources necessary for different areas of ministry.
- 1.5 To collect data regarding the progress of STC Sheffield's vision and objectives, reporting regularly to the relevant parties.
- 1.6 Project management and practical oversight of any church plants and/or grafts.

## **2. Management of the Wider Staff Team of STC Sheffield**

- 2.1 To embed good line management practices and performance management processes for all the team, supporting line managers in their execution.
- 2.2 To provide day-to-day leadership for all staff.
- 2.3 To develop a culture of continuous learning and development across the team, contributing to and enabling staff training.
- 2.4 To ensure the staff team roles meet the requirements for STC Sheffield.
- 2.5 To be responsible for recruitment processes in line with employment law, good practice and safeguarding.
- 2.6 To be responsible for Human Resources, including employee life cycle, internal culture, policies, and any issues as they arise.
- 2.7 To oversee the HR system for holidays and sickness.

## **3. Oversight of Facilities, Maintenance, IT & Infrastructure**

- 3.1 To line manage the Estates Manager and ensure the team maintain the church building, site, church houses and manage large projects.
- 3.2 To be responsible for managing the effective use of the building to serve STC Sheffield, ensuring we provide a safe and healthy environment.
- 3.3 To market the premises for external hire to bring in additional income.
- 3.4 To be responsible for insurance, health and safety, food hygiene, fire assessments, risk management, infrastructures, GDPR, and accessibility issues.
- 3.5 To oversee and implement the church's IT systems and infrastructure, ensuring that equipment, systems and security protocols are fit for purpose.
- 3.6 To represent STC Sheffield staff team on church working groups such as the Eco Church working group.

## **4. Management of STC Sheffield's Finances**

- 4.1 To plan the annual budget to serve STC Sheffield's vision, alongside the Team Rector and in consultation with the Church Wardens, and to monitor the budget on an ongoing basis.
- 4.2 To ensure monthly and annual accounts and budgets are prepared and reported to the Wardens and Council of Trustees.
- 4.3 To have oversight of the church budgets with staff, including STC Nursery, as appropriate.
- 4.4 To line manage the Finance Team and liaise with external accountants.
- 4.5 To oversee the monthly payroll for STC Sheffield and STC Nursery.
- 4.6 To be lead name for all bank accounts; checking and authorising all payments, and liaise with the bank as appropriate.
- 4.7 To ensure compliance with financial procedures and finance systems.
- 4.8 To oversee any applications for grants and funding.

## **5. Oversight of the Administration & General Operations Functions**

- 5.1 To oversee the smooth running of Sunday Gatherings.
- 5.2 To plan, design, develop, and implement operational procedures, processes and systems for the church.
- 5.3 To manage all centralised contracts and purchases (including photocopiers and printers, phones, church management software etc) to serve the church cost-effectively.
- 5.4 To line manage the Communications Team Leader and ensure that systems are in place for communicating with the church family and wider audiences.
- 5.5 To line manage the Admin Team, ensuring that all admin systems are operating effectively and cost efficiently.
- 5.6 To be responsible for the STC Yearly Planner for the purposes of strategic awareness, forward planning and operational deadlines.
- 5.7 To oversee key events in the church calendar, such as Easter and Christmas, for operational planning and deadlines.
- 5.8 To manage any large church-wide events and conferences, and to support other staff team in running their events in relation to risk management, health and safety, insurance and cost.

## **6. Supporting the Team Rector and Wardens with Governance**

- 6.1 To ensure the actions of STC Sheffield comply with safeguarding, charity and employment law.
- 6.2 To oversee Safeguarding by reporting and managing any safeguarding incidents where necessary, with support from staff team as designated. To complete Church of England Safeguarding training C0, C1 and Safer Recruitment.
- 6.3 To attend Standing Committee with Wardens and Clergy as required, and to attend the Council of Trustees to report and advise them as necessary.
- 6.4 To report to the Wardens information and issues as deemed appropriate, and to be available to the Wardens for any questions.
- 6.5 To fulfil the Church's reporting requirements to the Charity Commission and denominational church bodies.

## **7. To be an active member of STC and contribute to the wider church life:**

- 7.1 To be an active member of the church community, including attending a Sunday gathering and a midweek community within the church each week.
- 7.2 To attend staff meetings on work days.
- 7.3 To attend and participate in staff huddle (huddle being a place of coaching and leadership development).
- 7.4 To attend and engage with regular supervision with the line manager.

- 7.5 To uphold the vision and values of STC Sheffield (these can be found below in the Church Profile).
- 7.6 To act in the best interest of STC Sheffield. STC Sheffield supports and promotes the aims, doctrines and disciplines of the Church of England and the Baptist Union of Great Britain.



## **Director of Operations**

### Person Specification

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below. All aspects of the person specification will be assessed via the application form, interview and selection process, and within the pre-employment check (e.g. references).

#### **Essential:**

##### **Experience**

- Experience of an Operations role in a similar size organisation.
- Successful strategic or business management including long-term planning, organisation and office management.
- Managing strategy implementation.
- Line management of staff and volunteers.
- Building or facilities management.
- A track record of successful project management and implementing change.
- Experience of developing systems, policies and procedures, and ensuring compliance with various laws.
- A broad experience of business functions.
- Leading others from a senior position.

##### **Knowledge and skills**

- Financial management including financial controls, budgets, and accounts relevant to a charitable organisation or church.
- Use of a church management system and IT skills.
- Effective charity governance.
- Managing a wide and varied workload, prioritising and delegating accordingly.
- Excellent interpersonal skills to build effective working relationships.
- Able to anticipate future trends for the purpose of strategic organisational planning.
- Excellent time management, organisational and planning ability with an eye for detail.
- Confident and strategic thinker who can quickly analyse issues.
- Able to translate vision into strategy, plans and tasks.

### **Attributes**

- A team builder with energy and enthusiasm.
- An aptitude for leading people effectively.
- Hardworking, self-motivated with initiative to make things happen.
- A problem solver.
- Able to respond calmly to challenges and problems.
- Able to think outside of the box.
- A person of integrity, who is tactful and diplomatic.
- Strong emotional intelligence with a sensitivity to team dynamics.

### **Desirable:**

- Educated to degree level or higher.
- Experience in human resources.
- Understanding of the structures and processes of the Church of England.
- Working successfully with volunteers to deliver projects and events.

### **Other**

- This role is subject to a Genuine Occupational Requirement under the provisions made in the Equality Act 210 that the post holder has an active faith in Jesus. The successful candidate must be in agreement with the vision and values of STC Sheffield, the Diocese of Sheffield, and the Yorkshire Baptist Association.
- Due to the nature of the role including oversight of Safeguarding and line-management of staff in activity with children & vulnerable adults, a DBS check will be required and compliance with STC Sheffield's safeguarding policies and procedures is mandatory.





## Director of Operations

### Terms & Conditions

<b>Salary:</b>	£37,500 – £41,000 per annum (depending on experience)
<b>Hours:</b>	40 hours (5 days per week) Sunday to Thursday. Normal working hours are 9 – 5pm Monday to Thursday with a paid lunch break plus 8 hours on a Sunday.
<b>Location:</b>	STC Sheffield
<b>Probation Period:</b>	6 months
<b>Pension:</b>	CEPB Church Workers Pension Scheme
<b>Annual Leave:</b>	25 days, plus public bank holidays
<b>Notice Period:</b>	3 months
<b>Safeguarding:</b>	A DBS Check will be required, as noted above. STC Sheffield is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

### **Application Process:**

For further information about the role please contact Tom Finnemore (Team Rector): [tom.finnemore@stcsheffield.org](mailto:tom.finnemore@stcsheffield.org)

**To apply: Please e-mail your completed application form to [becca.staniforth@stcsheffield.org](mailto:becca.staniforth@stcsheffield.org)**

You may include a covering letter to support your application, but there is no need to submit a CV when using our application form.

**Deadline for applications: 2<sup>nd</sup> May 2022**

**Interview date: 16<sup>th</sup> May 2022**

## Director of Operations

### STC Sheffield Profile

STC Sheffield is a large, vibrant, charismatic, evangelical Anglican and Baptist Church, situated in the west of Sheffield. Our heart is for the city of Sheffield, to love the city, and to be a church **For The City**.

We want our church to be a community that is called to the city of Sheffield, that contributes to its life and welfare, supporting its people and building the Kingdom of God to grow. We want to want to speak truthfully and honestly, not just to each other, but to all those in our lives, taking responsibility for our actions and for those around us.

We want to be a people of God, who take time with him, to focus and retreat in his word, rather than to act without knowing his voice. Our hope it to raise up new leaders and people across our church and city, sharing our platform, and using our ministries to bless others.

Our values are:

- We value living as **family** not just as 'cogs' in the wheels of an organisation or business
- We value **honesty** with others and about ourselves
- We value living under **authority** because we believe it brings freedom
- We value **humility** – we want to be teachable and always grow
- We value **authenticity** – living lives of transparency before others and God
- We value **servng** and being outward looking
- We value **commitment** – showing up and being present
- We value **generosity** with our time, our money and our talents
- We value **humour** and fun
- We value **respect** for ourselves and others

In the next season, this role, and that of other leaders, will be to align our church and staff team around our vision and values. We will need to make clear plans, establishing a strategy to release and resource people across the city. We want to establish healthy daily and weekly rhythms across the church and staff team in prayer and mission, and developing a culture of training and accountability within our team. We want to increase our expectancy of the Holy Spirit in our ministry, moving across our ministry, team and gatherings.

We hope that you can see that this is an exciting time to be part of STC Sheffield.