

Operations and Admin Manager (Part Time)

ROLE DESCRIPTION and PERSON SPECIFICATION

Employed by:	Christ Church Padgate C of E, the 'host' church of Church Collective (details below)
Salary:	£12,000 per annum
Part Time:	19 hours per week, across a minimum of 3 days (one being a Wednesday)
Fixed Term:	Initially a year, with the possibility of an extension dependant on funding
Place of Work:	Office based at Church Collective HQ (Orford)
Holidays:	95 hours per year + bank holidays pro rata equivalent
Reports to:	Lead Pastor of Church Collective
Start Date:	ASAP

ROLE DESCRIPTION

The Operations and Admin Manager will manage, organise and outwork the operational and administrative functions of Church Collective. The desired candidate will be task focused, highly organised, detail oriented, efficient and use their initiative. The Operations and Admin Manager will have oversight over:

Administration

- Outwork a range of tasks generated within the staff team
- Organise team operations, including rotas
- Book venues for Collectives and central events
- Populate and maintain ChurchSuite
- Ensure licenses and insurances are kept up to date
- Report to the project board and grant funders

Policies and Procedures

- Ensure policies are kept up to date and outworked
- Ensure GDPR and Data Protection compliance
- Manage health and safety across Church Collective
- Write and review risk assessments

Safeguarding

- Act as Safeguarding lead for Church Collective (under the overall responsibility of the Parish Safeguarding Officer (PSO) at Christ Church, Padgate)
- Ensure safeguarding policy is kept up to date and outworked
- Manage safer recruitment for staff and volunteers, ensuring safeguarding training is completed.

Finance (working alongside the treasurer at Christ Church, Padgate)

- Oversee operational budgets, balancing income and expenditure
- Produce quarterly draw-downs from Church Commissioners and other grant funders
- Additionally, there may be other responsibilities and tasks not mentioned here which the Lead Pastor will require of the Operations and Admin Manager.

VISION AND VALUES CHURCH COLLECTIVE:

Church Collective is a network of Microchurches (which we call 'Collectives'). At Church Collective, 'We invite everyone to play their part as we worship creatively, love generously and serve locally'. The Collective values we inhabit are grounded upon three fundamental aspects to our apprenticeship to Jesus; 'Up', 'In' and 'Out'.

When we worship creatively (Up) we are worshiping God in creative ways, praying to Him, studying His word, introducing people to God and inviting people to come into a relationship with Jesus. Collectives are small communities of people (up to around 40 people) who generously love each other (In) like we see in Acts 2: 42-47. That love of God and one another spills out into a desire to serve the local community (Out) with missional initiatives and social action. Part of the mission of each Collective is to go to where people are, not expecting people to 'come to us'. Hence, Collectives meet in different neighbourhoods, engaging with different networks of people in schools, Vale College, the Youth Zone, coffee shops, and in other appropriate spaces relevant to that specific community. Collectives are always looking to plant new groups of Jesus-centred, disciple making, Spirit-led communities.

Whilst being a network of small organic communities, Church Collective is one church, gathering together monthly to worship, be equipped, receive the sacraments together and commissioned back out into our mission fields.

Church Collective sits within the legal responsibility and governance of Christ Church Padgate's PCC, and under their relevant officers and policies. Christ Church Padgate (CCP) is 'hosting' the mission and ministry of Church Collective, a 'Strategic Development Funded' Church of England church plant. The post will be fully underpinned by CCP employers' policies, staff handbook & T&C's.

The Diocese of Liverpool is embarking on a pastoral reorganisation called 'Fit for Mission', creating one single, larger parish across a deanery, where there is one church, with one vision, underpinned by one set of values, inhabiting multiple worshipping communities.

EXPECTATIONS:

- Be an active member of Church Collective, by committing to a Collective, attending weekly prayer meetings and help facilitate our 'Collective Gatherings', 'Collective Celebrations' and 'Leadership Gatherings'.
- If the Ops and Admin Manager felt called to lead a Collective that would be positively encouraged and facilitated.
- Be trained in, and outwork outstanding safeguarding, data protection and health & safety practices, whilst working alongside the safeguarding lead at Church Collective and safeguarding officer at CCP.
- Play an active role in the leadership of Church Collective through staff meetings, training, strategy and ministry conversations.

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PERSON SPECIFICATION

The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage. Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Selection Criteria	Essential (E) or Desirable (D)	Assessed via A = Application Form, I = Interview
QUALIFICATIONS		
Good standard of English and Maths (equivalent to GCSE)	E	A, I
Undergraduate degree	D	A
SPIRITUAL AND PERSONAL		
A committed follower of Jesus who submits to the authority of Scripture and the Holy Spirit, evidenced in their lifestyle and daily practices. Church Collective subscribes to the following basis of faith: https://ceec.info/basis-of-faith/	E	A, I
Shares the values and the ethos of the Church of England	E	I
KNOWLEDGE AND EXPERIENCE		
Administration experience in a team context	E	A, I
Experience of outworking Safeguarding policies and practises	E	A, I
Experience of outworking H&S policies and writing risk assessments	D	A
Experience of overseeing budgets and spreadsheet management	D	A, I
Experience of google drive, churchsuite and managing rotas	D	A, I
SKILLS AND PERSONAL ATTRIBUTES		
Task focused, detail oriented and highly organised	E	A, I
Excellent communication skills	E	I
A person of integrity who can keep absolute confidentiality	E	A, I
Excellent organisational skills and effective time management	E	A, I
Works proactively and supportively in teams	E	A, I

- An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010.
- In your application you must provide us with details about your legal right to work in the UK. e.g. citizenship, residency, work permit etc. Even if you are British, we still want you to address this fact. On making your application (i.e. before the closing date and time) you must provide evidence of your legal right to work in the UK such as a copy of your passport biographical page and work visa page. Please *do not send originals* by mail. Copies are acceptable. If you fail to provide this documentation, your application will no longer be pursued. If you are invited for an interview, you will be required to present your *original* legal right to work documentation, for verification by the HR Office. We do NOT sponsor any job applicants for any vacancies. You must ensure you have the legal right to work in the UK and must liaise with the Home Office for the relevant visa.

CLOSING DATE FOR APPLICATIONS:

Wednesday 21st February 2024, 12 noon.

Email completed application forms to simon@churchcollective.uk

INTERVIEW:

Monday 26th February 2024

For an informal chat or information about the role/hours/etc, please contact Rev. Simon Renison on:
simon@churchcollective.uk

To download an application form please visit: churchcollective.uk/vacancies