



REDLANDCHURCH

OPERATIONS MANAGER
APPLICATION PACK

WELCOME TO REDLANDCHURCH

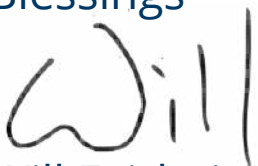
Over the last few years Redland has undergone significant change as we have come together under the banner of a refocused vision. We have seen Jesus at work in his church and are excited to see what he has in store for us in 2025.

Effective operations underpin an effective church. At Redland we place a high value on effective operations as we know the difference when structures align with mission. As we look ahead to 2025 we are looking to resource this key area of church life through the newly configured role of Operations Manager.

This is a significant role within our team. You will often be the first face people coming to our office will encounter. We want someone who can inhabit and understand our culture and get behind our vision. We can offer you a role with lots of flexibility, variety and a fun team. We are open to part time applicants and would configure an assistant role were this to be the case

If you think God might be calling you to this role we'd love to hear from you.

Blessings

A handwritten signature in black ink that reads "Will". The signature is written in a cursive, slightly slanted style.

Will Fairbairn, Vicar

OUR MISSION

As a church our mission is

“INVITING AND EQUIPPING PEOPLE TO BE APPRENTICES OF JESUS; BEING FORMED BY HIM TO BE A VISIBLE PRESENCE OF RENEWAL WHERE HE HAS PLACED US”

We are convinced that life is found when we follow Jesus and apprentice our lives to him. As we open ourselves up to him, he shapes us making us the people we were created to be: people who impact the places they live, work and serve.



OUR VALUES

BEING WITH JESUS

We long to be with and abide in Jesus in everything, and so we actively take time, in all we do, to become aware of his presence with us. Spending time with Jesus is the core of everything; it is in him alone we know the living God.

DEEP FORMATION

We want to allow Jesus to shape who we are and also the people we are becoming. We seek to deeply develop our relationship with Him and attend to the deeper, slow work of formation such that we might become people who are an increasing blessing in this world.

COURAGEOUS VULNERABILITY

We seek to be people that journey with Jesus together. We want to be real with one another admitting our weakness and need for God. We seek to create a culture of trust and love where we can be courageously vulnerable as this enables us to support each other, grow together as followers of Jesus and better serve the world in love.

WHOLE LIFE MISSION

Personal and corporate, locally and globally, in word and action we want to embody what it looks like for Jesus to be in charge in every area of life.

GROWING FAMILY

We love to cultivate community that feels and behaves like a loving family. We want to be the kind of family that creates relational space for others to join and is willing to adapt and reach out to those on the margins.

NEXT GEN CONSCIOUS

We want to be a church of all ages, for all ages. The next generation will always require a different kind of engagement to those who have gone before. We want to continually engage with future generations, shaping our community so all ages can belong. This will mean creating space at the leadership table for younger voices and an intentional focus on kids and youth ministry.

OPERATIONS MANAGER

We're looking for someone who has a passion for Jesus. Someone who can talk ministry but effectively manage operations. Someone who can help create the connections between ministry and operations thus releasing us further into our mission. Someone who, where needed, is able to offer strategic insight that helps sharpen our current approaches. Someone who can hold a wide ranging brief, and is therefore administratively competent, but who is also passionate about us achieving our vision.

We don't expect the successful candidate to be experienced in every area. We are looking for potential and ultimately want the person God is calling, so please don't discount yourself from submitting an application. We are a mid-sized church and there is therefore scope for someone to grow into a role. We encourage applications from a wide range of backgrounds.

THE CONTEXT

Over the past five years Redland has undergone significant change. We have refreshed both our vision and our service pattern while spending time reflecting prayerfully and strategically on our ministry, in some cases making difficult decisions. As you might expect, the congregation has changed over this period with people joining and leaving. We are now in a very different phase of our life together; structural change has been embedded and our culture is slowly evolving. There is a clearer sense of who we are as a community and a growing sense of unity with this.

We have spent a lot of time over the last few years getting our operations on a strong footing. Resultantly all our policy and procedures are up to date in all areas. Similarly, we have worked hard to both streamline and update our financial management procedures. These now work effectively and we operate with a balanced budget. All our systems and files are cloud based and we have effectively embedded churchsuite as our database system. Additionally, we have recently looked at all our contracts to ensure they represent best value, bringing considerable savings. Anyone stepping into this role will inherit a strong position.





We have three buildings. One is a new (2016) hall complex. This is a multipurpose space that can be used in different configurations with the use of movable walls. We use this building for our 1030 service and for our 1630 service in colder months.

Our second building is attached to this but is slightly older. This contains a small hall, a midsize lounge space and office space. Our staff work here during the week and it has recently been refurbished. Both of these buildings are let throughout the week generating c£60k per annum.

Our third building is the Chapel. This is a grade 1 listed building and dates back to the early 18th century. We have used this building less in recent years and there are therefore some significant questions regarding both its future use and maintenance that we are considering. There is already a committee in place looking at the issues and opportunities. Whilst we would want you to have a voice in this conversation we would not be looking to you to solve the issues yourself, as it is clearly too much for one person, given the broad scope of the role.

WORKING WITH US

At Redland you will become part of a fun and energetic staff team who all love Jesus. We love to get stuck in and work collaboratively and creatively together. We have recently refurbished and reordered our offices to create a creative co-working environment for all staff where you'll be based. We have a staff culture that is relaxed yet focused, we like to laugh and enjoy being with each other.

We hold core office hours as we want to ensure a strong team culture; however, we also welcome flexible working. We recognise that different people have different pressures and want to ensure that work isn't an obstacle to be overcome. As such, it is possible to work from home some of the time and daily hours can be managed flexibly outside of core office hours. Equally we are open to part time applicants or a job share; please get in touch.



WHAT YOU'LL DO

OPERATIONAL LEADERSHIP

- Overall responsible for ensuring the operational effectiveness of the church
- Manage all the statutory documents, logs and returns communicating with Bristol Diocese and the Charity Commission as appropriate.
- Oversee our church wide database (ChurchSuite) ensuring continued compliance with data protection legislation
- Support the vicar in their position as chair of PCC in arranging meetings and preparing papers and agendas
- Provide operational support to assist the staff in delivering church activities

STRATEGIC INSIGHT & IMPLEMENTATION

- Contribute strategic insight to ministry staff helping them plan, initiate and review projects in line with the mission of the church
- Work with the vicar and other ministry leads to develop and implement an effective communications strategy both internally and externally

FACILITIES DEVELOPMENT & MANAGEMENT

- Overall responsibility for the maintenance, management and development of all our buildings
- Oversee our building lettings and wedding, funeral and baptisms from start to finish
- Line manage the assistant administrator & bookings coordinator and the caretaker
- Manage any onsite contractors including our cleaners ensuring all contracts deliver quality and value for money
- Ensure the site continues to function as a safe space for all and that all health and safety policy and procedures are up to date and implemented fully.

WHAT YOU'LL DO

HUMAN RESOURCES

- Work together with the vicar to ensure the continuation and development of a positive, collaborative and fun staff culture
- Oversee, together with the parish safeguarding officer recruitment ensuring all roles are safely recruited and best safeguarding practice is kept across the church
- Ensure the implementation of an effective process of annual review for all staff with a focus on growth and development. Ensure job descriptions are updated and reviewed as appropriate
- Oversee and execute the induction procedure
- Act as the first point of reference for any HR queries and ensure all relevant policies are up to date and implemented

VOLUNTEER & EVENT MANAGEMENT

- Oversee the operational aspects of Sundays, ensure rotas are in place, people are recruited and training is delivered to enable Sundays to run smoothly
- Assist the organisation of church events including Alpha. In particular take the lead in coordinating large non ministry specific events i.e. Wildfires, Church socials, community fun day etc
- Ensure that all volunteers are effectively managed and trained

FINANCIAL MANAGEMENT

- Assist in the formation of our annual budget
- Work together with the treasurer to ensure the church remains in budget and cashflow is managed
- Line manage the bookkeeper

THE KIND OF PERSON WE'RE LOOKING FOR

YOU WILL HAVE

- Passionate personal relationship with Jesus.
- Excellent administrative skills
- Excellent people skills and emotional intelligence
- Proven leadership experience or demonstrable potential
- Able to work on own initiative, to identify problems and find solutions quickly
- Practical, and able to learn new skills as required
- Able to prioritise competing demands
- Ability to manage a team of people
- Confident and servant hearted
- Ability to follow exact instructions in a timely manner
- Ability to implement change
- Proficient at delegating effectively and keeping on top of multiple things at once
- Project management skills
- Excellent communication skills both written and oral
- Excellent organisational skills
- Self-motivated
- Strategic thinker
- Flexible attitude
- High attention to detail
- Computer literate
- High level of confidentiality

YOU WILL ALSO BE:

- A committed Christian with an active Christian faith. (This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.
- Passionate about Redland's mission of 'Inviting and equipping apprentices of Jesus; being formed by him to be a visible presence of renewal where he has placed us'

THE KIND OF PERSON WE'RE LOOKING FOR

IT WOULD BE NICE (BUT ISN'T ESSENTIAL) TO HAVE

- Practical experience of working in a church
- Knowledge of the Church of England's structures and processes
- A degree or equivalent
- Experience of volunteer recruitment and management
- Experience in managing members of staff
- Experience in strategic oversight, planning and review
- Experience of managing budgets
- Experience in one or more of the following four areas
 - HR - recruiting, managing, and delegating to staff and volunteers
 - Finance - crafting financial budgets and financial management
 - Facilities - management and maintenance of buildings
 - Comms- strategy and/or delivery



THE DETAILS

SALARY

The salary for the role is £30,000-£35,000 depending on experience.

WORKING HOURS

The role is full time, 40 hours a week (part time configuration is possible) ; this includes one Sunday morning per month. You are entitled to two days off per week. Typically, your days of work will be Monday-Friday. The primary place of work is at the Redland Church offices. The role does require you to work the occasional evening and at other one off events.

ANNUAL LEAVE

28 paid days plus bank holidays.

MANAGEMENT

Your line manager will be the Vicar and you will have regular one to one meetings to support you in your role.

DBS

Redland Church is committed to safeguarding every child & vulnerable adult who attends our activities. This post is exempt from the Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the fact that the role is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations. A satisfactory Disclosure and Barring Service (DBS) check will be a requirement once a conditional offer of employment is made to successful candidates.

HOW TO APPLY?

If you feel God calling you to this role then we'd love to hear from you.

To apply for this role, please fill in an application form and return it to us via will@redland.church. Forms are available via the vacancies page on our website or by contacting us.

The application deadline is midnight on the 12th of February with shortlisting soon after.

The interview process will be run on the 27th of February and will take place at Redland Church, Bristol, BS6 7HE

For informal enquiries about the role, please contact our vicar, Will on will@redland.church or 0117 946 4691

