



Operations Manager

Priority Communities Network, Swindon Hub (Pinehurst and Parks & Walcot)

INTRODUCTION

Thank you for your interest in joining us as our Operations Manager. This role is a unique opportunity to play a critical role in enabling two churches, in areas of significant social need, to transform their local communities.

Across the Diocese of Bristol (The geographical area of the Church of England that stretches from Bristol to Swindon along the M4 corridor) we have identified a number of Priority Communities – areas that have been subject to decades of underinvestment from national and local government leading to significant socio-economic disadvantage and marginalisation. Having identified these areas we've created the Priority Communities Network and begun a five year project to intentionally invest in supporting the churches there to flourish, thrive and make a significant, transformative social impact in their local communities.

In Swindon the churches in the areas of Pinehurst and Parks and Walcot have partnered together to create a Swindon Hub.

This postholder will play a significant role in enabling this social transformation to happen.

In Pinehurst you'll work with Shine Pinehurst (11.5hrs/wk) a youth focused expression of church which has been present and deeply rooted in the community for the past 30 years.

In Parks and Walcot you'll work with St John's church (8.25hrs/wk).

WHAT YOU'LL BE LIKE

We're looking for a highly capable Operations Hub Manager with excellent administrative and organisational skill, who is flexible, adaptable, diligent and highly efficient.

You'll have a good personable manner, be able to identify what needs to be done, work independently, prioritise effectively, develop process and take pride in consistently delivering work to a high standard.

You'll be a high capacity team member and it's essential that you are capable of quickly learning and navigating multiple IT systems. You'll also be someone who pays high attention to detail and thinks logically about how to improve systems.

You don't need to be a practicing Christian to fulfil the role, but you will need to be supportive of and sympathetic to the fact that we are a Christian faith based organisation.

WHAT YOU'LL DO

As Operations Manager you'll collaborate with clergy and church officers to help enable the smooth running of both churches and their activities in the communities they serve. With duties across operations, finance, HR, buildings and communications you'll be a central enabler in all that we do. You'll work alongside clergy, leaders, church workers such as youth and children's workers and numerous volunteers to ensure that everyone is supported and equipped to play their part in our mission.



JOB SUMMARY:

The Operations Manager will support leaders, workers and volunteers with logistical planning, operational organisation and project planning and delivery across a cluster of two parish areas that are part of the Diocese of Bristol Priority Communities Network (PCN) in Swindon (Pinehurst, and Parks & Walcot).

REPORTS TO:

Line managed by: Rev Simon Halls, (Shine, Pinehurst)
Task management shared with Rev Patch Webb (Vicar, St Andrew's & John's, Parks & Walcot).
The PCN Project Officer will be the main point of contact with the PCN team and provide support to the post holder.

KEY RELATIONSHIPS

- Clergy, PCCs, Leaders, staff members and volunteers at Shine Pinehurst and St John's Parks and Walcot
- The Bristol Diocesan Dean of Priority Communities • Diocese of Bristol Priority Communities Network Team.
- Diocese of Bristol Transformation Team
- Other PCN Operations Hub Managers across the Bristol Diocese

TERMS

Salary: £15,800 (19.75 FTE) inc. pension

This is a four-year fixed term contract (to end on 31st Dec 2028). The role is 19.75 hours per week.

The employer is Shine, Pinehurst BMO, however the role is split across the two parishes/areas and will be based in the office spaces within these two contexts (Shine: 11.5hrs/wk, Parks & Walcot: 8.25hrs/wk).

There will be the need for some out of normal office hours working (e.g. to attend some PCC meetings/parish events), for which time off in lieu will be granted. The role will involve travel across the two areas and occasionally to meetings across the wider Diocese. As public transport to outlying areas is limited, access to own private transport is a requirement. Travel expenses will be reimbursed in line with the Trustee's/PCC's Expenses Policy.

This role involves working in environments with adults at risk of harm and children and therefore the position holder will be required to have a DBS check.

The duties below describe the breadth of work that you'll get involved in across the hub. However, each of the different churches will have different priorities and needs at different times, so the post holder is not expected to undertake all the duties below in all of the churches, at the same time.



Operations

[Develop & implement processes to enable the smooth running of church activities.](#)

- Contribute to the smooth operation of the church, working with and coordinating clergy, leaders, workers and volunteers to enable this.
- Support the churches to be compliant in safeguarding, health and safety, accessibility, insurance, and data protection, establishing policies and procedures and working with context leaders to ensure they are adhered to.
- Supporting with the implementation and maintenance of data management systems and effective administration (ie. ChurchSuite, church registers, consent forms, record keeping).
- Supporting Parish Safeguarding Officers with safer recruiting, and DBS checks.
- Supporting church teams with planning and co-ordinating church & community events.
- Support the arrangements and planning for Christian weddings and baptisms.

Facilities and Buildings

[Management of church buildings and spaces.](#)

- Supporting the Clergy, PCCs and Leaders, by coordinating the management and maintenance of the church buildings; including liaising with contractors, utility providers, waste removal and cleaning companies.
- Manage room bookings and hires.

Finance

[Supporting the Clergy, Parish Treasurers and PCCs with managing parish finances.](#)

- Supporting Treasurers in processing financial data, managing of budgets, basic bookkeeping and the claiming of gift aid.
- Oversight and management of PCN funded ministry budget alongside Vicar and Treasurer.
- Supporting the provision of financial reports for PCCs and the Diocesan PCN team, upholding the financial regulation policies.
- Support the writing of grant funding applications and production of monitoring reports for funders.
- Supporting the church Treasurer with managing payroll.

Governance & HR

[Ensuring the churches fulfils its reporting duties and complies with employment law.](#)

- Supporting parish officers with all required reporting to the Diocese.
- Supporting the preparation of reports for Annual Parochial Church Meetings.
- Coordinating arrangements for the training and development of workers and volunteers.
- Oversight of recruitment processes for staff from initial interview to final employment.
- Organising induction and training to ensure churches maintain a safe environment, Including fire, H&S, policies, systems, etc.
- Supporting staff, interns, apprentices and volunteers in the development of key admin skills.

Communications

[Helping the church communicate well with the congregation and parish.](#)

- Supporting the Clergy, PCCs, Leaders, staff members and volunteers with management of communications channels including emails, social media, events calendar, and website.
- Creation of advertising and communications media as required.



Priority Communities Network

Connecting and sharing learning with the Priority Communities Team and Network.

- Working with the Diocesan PCN Project Officer to capture metrics and measurements across agreed areas of activity within the hub.
- Playing an active part in the PCN Operations Managers Network, attending meetings, sharing learning, and being willing to adapt and develop the role of Operations Manager within PCN hubs in light of this shared learning.

Person Specification

We'd love you to bring all your previous skills, training and experience to the role and are committed to supporting you to thrive within the role.

In order to deliver the role successfully there are some things which we think are essential which we've listed below (Essential Criteria).

There are also some things which, if you've got experience of, we'd love to enable you to make use of within the role. However many of these things can be learnt on the job so if you haven't got experience of these, don't worry, we'll look to invest in you so that you have the opportunity to develop these skills (Desirable Criteria).

Experience	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Working with finances, numbers and budgets • Coordinating, overseeing and planning projects • Writing and reviewing policies 	<ul style="list-style-type: none"> • Practical experience working in an Anglican church and understanding of church structures • Management of church database software (ie. ChurchSuite) • Experience of DBS application process • Grant writing & review • Creation and management of social media content
Skills and Abilities	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • 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 • Excellent computer literacy, with good knowledge of MS Office packages 	<ul style="list-style-type: none"> • Use of Canva • Editing website content
<ul style="list-style-type: none"> • High attention to detail, takes pride in work undertaken and delivers to a high standard • High level of confidentiality 	



Personal	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Supportive of and sympathetic to the fact that we are a Christian faith-based organisation. • Passionate about local churches, particularly in areas of social disadvantage. • Self-motivated • Flexible and adaptable • Good interpersonal skills 	<ul style="list-style-type: none"> • Understanding of the challenges faced in areas of high deprivation
Other	
Essential Criteria	Desirable
<ul style="list-style-type: none"> • Flexibility to work some evenings and weekends. • Ability to travel (across the cluster of parishes and the Diocese) is an essential requirement, as there is limited access to public transport. 	

SAFEGUARDING

The Parish churches and Diocese of Bristol are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If you would like further details, or to talk through any questions regarding this role, please contact: Rev Simon Halls: simon@shinepinehurst.co.uk 07973736531

Please see the Bristol Diocese Website for more details.

Closing date: 11.59pm Monday 6th January 2025