



# Operations Manager

## Church of England Churches in Thame and Towersey

### About us

Thame Church serves the bustling and growing town of Thame and the nearby village of Towersey. The three parishes are working together to reach out to our community. We long to see lives changed through God's love and by living out what we believe.

Our **Vision** is to see...

***Our local community transformed*** through the radical love of Jesus.

Our **Mission** is to....

***Worship*** God and grow in our faith through his Word and by his Spirit.

***Proclaim*** the Gospel of Jesus through words and how we live.

***Follow*** Jesus to become like him and then do what Jesus did.

***Love*** everyone as Jesus loves, as the united body of Christ.

***Care*** for God's creation as we promote good stewardship of the earth.

### About the role

This is a new role focused on proactively aligning the organisation and administration of Thame Church with our mission. You will be responsible for day-to-day decision-making in administration and operations. Being at the heart of the church you will be an active member, both in worshipping with the church community as well as helping to promote its ethos.

Our vision, and specific responsibilities will be adjusted to ensure it fits to a part-time role and matching the strengths of the successful candidate.

- Responsible for ensuring effective co-ordination of Thame Church ministries as a member of the Standing Committee and Joint Church Council (JCC).
- Work alongside the clergy and JCC on the organisational planning and co-ordination of events and services to achieve the Church mission and enable the clergy to focus on their ministry.
- Proactively focus on improving the overall church operations and administration by developing and streamlining processes and using the church's IT systems to simplify and increase engagement across key church stakeholders.

- Managerial oversight of all Church Office activities, ensuring regular services, weddings, baptism, funerals, and general office administration functions effectively.
- Foster a positive, supportive, and safe volunteer culture within the church community, ensuring processes for the safer recruitment and training of volunteers are developed and implemented by Ministry Leaders
- Work alongside the Church Wardens and estate committee to ensure the facilities are align with the church mission.

## About you

We are seeking an effective organisational and administrative leader, who plays an active role in our worshipping community to help us meet our mission objectives who is;

- Approachable and discerning, with a welcoming disposition. A person of honesty and integrity, who can work respectfully and confidentially.
- Willing to work in partnership with other organisations, both Christian and secular, with an ability to establish and develop relationships with, church leaders, members, and the wider community.
- Committed to and living out Christian values and supportive of the mission of Anglican church practice and worship as a member of Thame Church.
- Has proven organisational skills, with an ability to plan, improve processes and effectively engage volunteer stakeholders to deliver strategies.
- Has leadership and team building skills as well as being able to work independently.

## What we offer

### *Term*

- 1-year extendable contract

### *Hours*

- Equivalent of three days a week (22.5hrs), including some evening meetings and Sunday mornings
- As a member of Thame Church, we expect to worship regularly on Sunday mornings, however you would only be expected to be working twice per month.
- Days and time of availability are generally flexible, however core days are;
  - Sunday morning volunteer engagement/communication/recruitment and supporting church services (twice per month)



- Monday or Tuesday Staff meeting 2hrs.

#### ***Salary & Benefits:***

- £20,400 (Full-time equivalent £34,000) + 5% pension contribution
- Public holidays and 25 days holiday allowance, pro-rated

#### ***Location***

- Flexible – at least 5 hours/week in the Church Office (in Thame Barns Centre), with the balance at meeting locations around Thame and home working.

#### ***Employer***

- The legal employer is The Parochial Church Council, The Church of St. Mary the Virgin, Thame c/o St Mary's Church Office, Thame Barns Centre, Church Road, Thame, OX9 3AJ.

#### ***Occupational Requirements***

- This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010. Appointment is conditional on proof of the right to work in the UK, a satisfactory Enhanced DBS clearance and receipt of satisfactory references.