



St. Catherine's

GORSEINON

Following Jesus Building Community Loving Gorseinon

www.gorseinon.church

OPERATIONS & FINANCE MANAGER

To provide financial and operational expertise and oversight for the Mission Hub (comprising of St Catherine’s in Gorseinon and St David’s in Loughor). To work closely with the Mission Hub Church Leader and Diocesan Project Manager, ensuring that systems and processes are in place to meet the needs of this vibrant and growing ministry. The Operations and Finance Manager will oversee the budgets and finances for the Mission Hub, ensuring that the cashflow is carefully managed, as well as overseeing all operational and administrative tasks. It is envisaged that the role holder will be a part of the senior management team. As such they will be required to play a full part in shaping and implementing the Christian vision and values of the church and of decision-making at a senior level.



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GORSEINON



Esgobaeth Abertawe ac Aberhonddu
The Diocese of Swansea and Brecon

Supported by the Church in Wales Church Growth Fund

Salary:	£40,000
Hours/FTE:	Full Time (37 hours, 1.0FTE) - flexible working hours subject to agreement between the post-holder and employer but it will include some evening and weekend work.
Contract:	Permanent
Location:	St Catherine’s Mission Hub Church, Gorseinon – but should be prepared to work from other locations as necessary.
Reporting to:	Mission Hub Church Leader
Line Management:	A team of operational staff and mission support staff.
DBS required:	A DBS check through the Church in Wales is required for this post.
Special Requirements:	A living, active Christian Faith.

KEY RESPONSIBILITIES

1. Oversee the finances and budgets of the Mission Hub Church, working closely with other staff and volunteers as required.

- Develop a strategic financial plan that ensures the financial sustainability of the Mission Hub Church, including identifying new sources of income, preparing applications for grants and funding and informing a future focus on stewardship and fundraising.
- Oversee and develop the church's financial management in line with provincial requirements using My Fund Accounting. Maintain day-to-day oversight of Mission Hub Church finances and budgets in collaboration with key church leaders. Produce timely and accurate financial reports and forecasts, manage bank accounts and contracts to ensure value for money, and prepare all required annual accounts and financial submissions.
- In due course, act as an advisor to the Ministry Area on good practice in the management of church finances.

2. Oversee administration and operations for the Mission Hub Church.

- Oversee the day-to-day operations of the Mission Hub Church and its buildings, retaining overall responsibility for Financial Management, Project Management, Health and Safety, Risk Management, IT and GDPR.
- Lead the process of developing and implementing strong operating procedures, collecting and collating data, providing good governance and effective systems and provide regular reporting for the Mission Hub Church.

3. Support and equip the team of volunteers who play a key role in the operational function of the Mission Hub Church.

- Provide informed support to volunteers in all areas of administration and operations.
- Help the Mission Hub Church Leader to develop and deliver an engaging training strategy for staff and volunteers that compliments Diocesan training whilst modelling best practice in all aspects of volunteer management.
- In conjunction with the Mission Hub Leader and DBF, ensure that all staff contracts, handbooks and policies are kept up to date and are compliant with safeguarding, charity and employment law and regulations.
- Act as Safeguarding Officer for the Mission Hub Church ensuring compliance with all Safeguarding requirements. Work with the MA Administrator to ensure all staff and volunteers are fully trained and DBS checked.

4. Assume overall responsibility for the building and maintenance.

- Support the project to reorder the Mission Hub Church, liaising with external contractors and suppliers as required.
- Retain overall responsibility for the maintenance of the building and its grounds, overseeing facilities management, insurance compliance, health & safety and risk management, ensuring high standards are maintained at all times.

KEY RESPONSIBILITIES

5. Oversee and develop the Mission Hub Church's IT systems and infrastructure.

- In conjunction with provincial IT staff, manage and develop the Mission Hub Church's IT systems and infrastructure.
- Oversee the implementation and use of the Membership App in the Mission Hub Church, ensuring that its potential is maximised.
- Ensure that IT systems and equipment are well maintained, secure and fit for purpose.
- Support the DBF Data Controller to ensure the Mission Hub Church is fully compliant with GDPR regulations and requirements in line with DBF and Church in Wales policies and processes.

6. Manage the Mission Hub communication processes, ensuring timely and appropriate communications across a variety of different media.

- Manage the Mission Hub diary of events for staff, volunteers, committees and congregations.
- Collaborate with other staff and volunteers to ensure the production of relevant and impactful communication and publicity.
- Oversee the Mission Hub's online presence, ensuring that website and social media feeds are up to date and accurate.

7. Actively engage with the Christian ethos of the project.

- Working with the Mission Hub Church Leader arrange and co-lead regular staff prayer times.
- Working with the Mission Hub Church Leader to arrange services of celebration and opportunities for sharing faith stories.
- Ensure good news stories are communicated to the Diocesan Director of Communications and shared with the Ministry Area and the Diocese.

KEY WORKING RELATIONSHIPS WITH

- The Mission Hub Church Leader
- The Diocesan Project Manager
- Diocesan Director of Mission
- The Mission Hub Church Team
- The Mission Hub Church Volunteer Team
- Local community leaders and representatives
- Wider members of the MA team
- Diocesan core staff team
- Provincial staff

There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.

This Job Description is not a statement of all the duties applicable to the post holder, variations to the duties outlined above will occur to meet the needs of the post. Any variations will be commensurate with the grade and character of the post.

PERSON SPECIFICATION

Experience	Essential	Desirable
Strategic financial management and planning	✓	
Operational management experience	✓	
Facilities management and oversight	✓	
Volunteer management and recruitment		✓
Previous experience of working in the church or charity sector		✓
Knowledge and Understanding	Essential	Desirable
Knowledge of financial recording processes and regulations	✓	
Experience of Health and Safety good practice	✓	
Experience of Safeguarding processes	✓	
Understanding of the Anglican Church and in particular the ethos of the Church in Wales		✓
Understanding of GDPR regulations		✓

PERSON SPECIFICATION

Skills and Personal Qualities	Essential	Desirable
A living and active Christian faith	✓	
Excellent time management, organisational skills and planning ability	✓	
Ability to prepare detailed financial and budgetary reports	✓	
Effective communication skills both written and oral	✓	
A strong team player, who is also able work independently and respond positively to changes in priorities	✓	
Calm, friendly, approachable and assertive when needed	✓	
Ability to speak and write in Welsh fluently and accurately		✓
Skilled in the use of Microsoft Word and Office 365 and Excel or Project for the purposes of project management and budget planning		✓
Qualifications	Essential	Desirable
Possession of the right to work in the UK	✓	
The ability to drive and regular access to a vehicle	✓	
Business or Finance qualification		✓

TERMS & CONDITIONS

Hours of Work:

Full time – 37 hours per week. Pattern of working hours subject to agreement between post-holder and employer but it will include early starts (typically 7:30am). Role will require a flexible approach to meet church and operational requirements.

Term:

Permanent

Salary:

£40,000

Pension:

The employer will contribute 9% of the employee's pensionable salary to a pension scheme of the employee's choice or into the NEST pension scheme.

Holiday:

25 days per calendar year plus bank holidays

The holiday year runs from 1 January to 31 December

Location:

St Catherine's Mission Hub Church, Alexandra Road, Gorseinon, SA4 4NU

Expenses:

All reasonable working expenses will be met at the agreed rates

Probation:

This post will be subject to satisfactory completion of a probationary period of 6 months

Recruitment Timeline

Closing Date: Friday 16th January at 12 noon.

Interviews: Late January.

Applications should be submitted by email to Sandra Thomas, Mission Hub Church Warden, at sandra@gorseinon.church

For an informal conversation about this opportunity, please contact Revd Dr Adrian Morgan, Mission Hub Church Leader adrian@gorseinon.church or (01792) 892849.



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- 37 hours per week
- £40,000
- Pension Scheme with a 9% employer's contribution
- Permanent
- Based St Catherine's Church, Gorseinon
- To apply, download an application form and provide a CV with covering letter
- Closing date: Friday 16th January at 12 noon with interviews being held in late January

For more information and to apply:

swanseaandbrecon.churchinwales.org.uk/work-with-us