



St Luke's Church, Cheltenham

CONTEXT, JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Operations Worker
Salary	£27-32,000 p/a (depending on skills/experience) FTE
Reporting to	The Vicar of St Luke's

Context

At first glance, St Luke's is a typical Church of England parish church in the centre of Cheltenham. However, we believe it is a special place. There is the expected pattern of regular worship with around 90 adults and 10 under 18s present across services each week. There is a growing number of occasional visitors. There has been steady growth and increasing stability over the last decade, with the expected fluctuations of a local church. Worship is of central Anglican tradition, underpinned by orthodox teaching on doctrine and ethics. We offer midweek discipleship groups in a number of settings and a monthly whole church prayer meeting, as well as various means of connecting with our local community. What makes St Luke's stand out is a broad church community with a wide spread of ages, maturity of Christian faith and socio-economic background. The health and potential of St Luke's lies in a gospel-driven commitment to each other and a willingness to allow spiritually fruitful personal relationships to direct our vision and shared life. There is an emerging call to pursue wholeness in Christ as a theme for our calling and mission.

The need at St Luke's is for operational and administrative leadership, but also practical action and support. We need help to get the church organised so that relationships and mission flourish. The role is employed by the PCC of St Luke's Church, but covers two charities. The second charity owns St Luke's Church Hall. The charities are administered separately, and the buildings are about 100 metres apart. For the right candidates, this is a wonderful opportunity to find fulfilment in using their gifts to serve the local church and develop their own skills and knowledge through professional opportunities and learning. The job description provides an outline of the potential role. We recognise that applicants may have strengths in some areas but not all; they may have no experience in one. We recognise that any applicant will likely need training in certain areas and we will fully support this.

Whilst it is advertised as up to a FTE role at 37.5 hours p/w, we expect discussion around this with the right candidate, as P/T may be most suitable in the first instance. We have existing resources to support the role for three years on a full-time basis, and intend it to continue beyond that through planned budgeting, increased income through building use, and increased congregational giving.

We see the importance of work and home life balance. St Luke's will provide a suitable office space for collaborative working. The role will primarily be based at the Church, however occasional working from home and flexibility are possible. There is an expectation of some evening meetings (c.12 p/a).

We would encourage interested candidates to make contact with Patrick Wheaton, the Vicar, for an informal conversation, and to visit St Luke's at a mutually convenient time.

Overall purpose of this post

Accountable to the Vicar and the PCC of St Luke's, reporting to the Vicar.

Working alongside the Vicar and PCC to further the vision of St Luke's, which is to be a church rooted in Jesus Christ and flourishing under God's love. This role has the following purpose:

- Provide operational support for the trustees of our two connected charities representing St Luke's Church and St Luke's Church Hall.
- Manage and develop systems across the life of St Luke's Church and Church Hall to enable the whole congregation to pursue our vision more effectively.

Please note:

1. It is important to highlight the fact that it is a Genuine Occupational Requirement under the Equality Act 201 that the successful candidate is a practising Christian.
2. Any appointment will be subject to pre-employment checks including DBS, evidence of right to work in the UK and satisfactory references.

	Responsibilities	Nature & scope of the role
1	To contribute to the strategic development of building use and administrative processes in line with the vision of the Church.	<ul style="list-style-type: none"> • Working as part of the team to determine how our Church and Hall can be used to fulfil our vision. • Develop use of the Church and the Church Hall in light of parish needs.
2	To build relationships with the community beyond the church in respect of the first responsibility.	<ul style="list-style-type: none"> • Engage with external users of the Church and the Church Hall as the regular point of contact for the church community. • Actively promote and advertise use of the Church by external parties, in line with our church vision. • Manage the church booking diary.
3	Management of Church administration, finances and communications.	<ul style="list-style-type: none"> • Fulfil the role of PCC Secretary. • Understand, implement and maintain the functions of the iKnowChurch church management system. • Fulfil book-keeping role for the Church Hall • Support the church treasurer, for example in developing online payments systems.
4	Management of building use and maintenance.	<ul style="list-style-type: none"> • Manage diary and liaise with contractors over regular annual checks and services. • Work effectively alongside our volunteer buildings manager, and other church volunteers, in the maintenance of St Luke's buildings. • Develop an understanding of the management and building needs of St Luke's Church Hall.
5	Management of Church and Charity compliance	<ul style="list-style-type: none"> • Keep up to date with statutory requirements for our two charitable bodies. • Work with others to ensure appropriate policies and systems are in place.

Generic Responsibilities

1	To ensure the safety of children, young people and all vulnerable people, acting in accordance with the safeguarding policy, liaising with the Parish Safeguarding Officer as necessary, reporting concerns immediately and completing training required.
2	To ensure compliance with health and safety instructions.
3	To undertake any other duties as may reasonably expected by the Vicar.

Person Specification

Attributes	Essential	Desirable
Qualifications & Experience	<p>Good general level of education, to A level or equivalent.</p> <p>Previous paid employment in relevant sector/role.</p>	Previous administrative employment in a Christian context
Knowledge & skills	<p>Confident grasp of IT.</p> <p>Experience of software like Google Workspace, Teams, Mailchimp or similar.</p> <p>Good interpersonal skills.</p> <p>Ability to communicate clearly and effectively in English, written and spoken.</p> <p>Good organisation, time management and planning.</p>	<p>Understanding of Anglican church structures and culture</p> <p>Experience of customer facing roles and CRM systems</p>
General	<p>Evangelical Christian with a vibrant personal faith.</p> <p>Self-motivated, able to work independently and take initiative.</p> <p>Commitment to the life of the local church and willing to get 'stuck in.'</p> <p>Good personal presentation, punctuality and health and attendance record.</p> <p>Positive attitude towards ongoing learning and training.</p>	Valid driving licence.