



Bradford City Centre Resource Church Operations Director

ROLE DESCRIPTION

Role description signed off by Ven Andy Jolley, Archdeacon of Bradford

Date: February 2019

To be reviewed 6 months from appointment and 3 yearly thereafter

1 Details of post

Role title:	Bradford City Centre Resource Church Operations Director
Episcopal area:	The Episcopal Area of Bradford
Archdeaconry:	Archdeaconry of Bradford
Deanery:	Inner Bradford
Initial point of contact on terms of service:	Bradford City Centre Resource Church Leader

2 Role Purpose

To oversee the operational management of the city centre resource church; ensuring structures and systems are in place which meet the needs of the church's ministries and social enterprises, and mobilise resources within our church, both human and physical, to advance the realisation of the church's vision.

Responsibilities and Objectives

To work as part of the ministry team of the church to:

Executive

- Oversee the day to day operations of the church and its buildings and hold day to day oversight responsibility for Health and Safety, Food Hygiene, Fire Assessment, Risk Management, Infrastructure and Accessibility issues;

- Ensure effective long term operational, missional and financial planning is in place;
- Develop, market and operationalise events, conferences, exhibitions, bookings (one-off and regular) to maximise revenue-generation from the church buildings in a way which is compatible with the church's vision;
- Participate in Senior Leadership Team Meetings, Team prayers and worship;

HR

- Oversee HR processes (recruitment, appraisal / performance review and management, training) for church staff;
- Recruit safely, lead, manage and equip a team of employees and volunteers to support the various administrative functions of the church;
- Lead the process of planning, designing, developing and implementing church operating and governance procedures, processes and systems;
- Ensure that there is a widespread adoption of, and compliance with, these procedures, processes and systems to facilitate an excellent standard of operations across the church;

Admin

- Ensure correct music and media licensing and reporting is in place
- Ensure effective communications systems are in place for communicating within the church family, key stakeholders and wider audiences;
- Ensure that all church administrative systems are operating efficiently and cost efficiently to serve the running of the church including all IT systems;
- Ensure the relevant support is given in order to implement agreed plans and strategies including any relevant training, equipment and procedures are in place;

Finance

- Manage the budgets for Premises and Administration expenditure and Social Enterprise and events income;
- Provide support to volunteers in the areas of Administration, Communications, IT, Safeguarding, Finance and Facilities to ensure that procedures are followed;
- Work with all church ministry and mission teams to ensure that they have what they need in order to serve the church effectively;
- Collect and collate data and process information to provide reports as required about the church activity;

Building

- Project manage key organisational development projects (after the initial building refurbishment) within the church and where necessary liaise with external contractors and suppliers.
- Reporting to Bradford City Centre Resource Church Leader and part of Bradford City Centre Resource Church Senior Leadership Team

3 Key Working Relationships

Generic

Colleagues, both clergy and lay.

Specific

Bradford City Centre Resource Church Leader

Bradford City Centre Resource Church Associate Leader
Creative Director
Bradford City Centre Resource Church CIO Board
Bradford City Centre Resource Church Buildings Project Manager

Supportive:

- The Area Dean
- The Archdeacon of Bradford
- The Bishop of Bradford
- The Area Lay Training officer
- Human Resources Manager, Diocesan Office
- Other Church Operations Managers in the area

4. Terms and Conditions

- 37.5 hours per week Sundays plus 4 other days during the week (negotiable)
- Some evenings and Saturdays as required e.g. Events, and Conferences, Annual Meetings (time off given in lieu)
- Salary £32-35,000, depending on experience plus contributory pension scheme
- 5 weeks annual leave, plus bank holidays
- There will be a probationary period of 6 months
- This post requires an enhanced DBS disclosure
- There is a Genuine Occupational Requirement that the post holder is a practicing Christian
- The office base will be at the Bradford City Centre Resource Church Building (when available – prior to that office space can be available at a Diocese of Leeds office)