

ST KATHARINE CREE CHURCH

Job Opportunity: Operations Manager

Role:	Operations Manager
Location:	St Katharine Cree, 86 Leadenhall Street, EC3A 3BP
Salary:	£45-50k pa pro rata
Responsible to:	Priest in Charge
Hours of Work:	0.6-0.8FTE worked over 3-4 days per week. Occasional evenings and weekends, including usually attending our monthly Saturday services.
Duration:	Two years (renewed subject to funding)
Benefits:	25 days annual leave pro rata plus bank holidays, pension contribution.

At the Guild Church for Workers at St Katharine Cree (SKC) we have a huge vision and have begun an exciting renewal. It's been an amazing journey so far and we are looking for an **Operations Manager/Director** to join our team for the next stage of this renewal.

About us



We are building a new church community in the City of London where those working in occupations which are often low paid or precarious are at the centre of our life and leadership. We have a growing monthly Saturday Latin American congregation, as well as outreach activities including English classes and a legal advice drop in. We are also a historic civic church in the City, and a Grade 1 listed centre for culture and heritage – and are deeply engaged in London-wide campaigning for fair working conditions with London Citizens, and we are preparing a major capital project to the building.

Read about our worshipping community here: <https://ccx.org.uk/content/stkatharinecree/>

Our core team is diverse, brought together by our mission to build a church for all workers. We come from Evangelical, Charismatic, and Catholic backgrounds – and we enjoy unity of purpose and a vibrant team culture. We are focused on our outward mission among the workers of London who we want to know the love of God in Christ and to grow in their leadership, discipleship, and strength of community. We laugh a lot, pray and read the Bible together, and love deeply our community and those we serve.

What will you be doing?

We are unashamedly a 'start up' church: we try new things, listen and look for the Holy Spirit, and get stuck in. We need our operations to respond to that – and to catch up! We are looking for someone who could confidently set up good operational processes and can problem solve – and is excited about doing this with us in a new, fascinating, and strategic context for mission in the heart of the City of London. You will bring drive, wisdom, and capability to the team in ways which release the creativity of our community and God's work amongst us.

So, come and help us deliver the vision! It might sound like a lot, but we are a great team who work well together, and our Priest-in-Charge and Administrator have been running our operations so far – so we are experienced, and you will be supported.



The following are expected to be key elements of the role:

Leadership

- Sharing responsibility for the revitalisation of SKC, raising the visibility and developing the leadership of hidden workers, rooted in the Good News of Jesus Christ for all.
- Contributing to the spiritual, emotional, and professional vibrancy of the staff and volunteer team through mature and collaborative leadership.

Operations

- Develop and lead our operations, events, financial and buildings management capacity, including line managing our Administrator, liaising with external contractors and advisers (e.g. finance, HR, and IT), and growing our capacity.
- Manage the day-to-day operations of SKC as a charity and a building, as directed, so that our operations support our ministry and future sustainability.

Finance and HR

- Building on good foundations and with our modern accounting system and financial advisers, take responsibility for our day-to-day finances, overseeing financial reporting and processes including bookkeeping, invoicing and payments (by our Administrator), payroll (outsourced).
- Project manage the delivery of the annual report by our accountants and Treasurer.
- Alongside the Priest-in-Charge and our development team, support an emerging business plan for our long-term sustainability and pitch in with our fundraising.
- Work with the Priest-in-Charge and HR adviser to ensure excellent standards of employment.

Buildings

- Ensure the good order and hospitality of our building – and its flexibility to respond to new opportunities and our mission, supporting use of the Church, Hall and Garden as a resource for ministry and mission including as a means of income generation.
- Put correct policies and procedures in place to comply with current legislation and good practice.
- Oversee our ongoing maintenance needs, including commissioning minor works and securing funding (e.g. Listed Places of Worship Scheme).
- Oversee and develop our church hires, managed by the Administrator, including exploring and developing new opportunities for appropriate income generation.
- Handle relationships with our neighbours, including being the point of contact for commercial agreements over access (negotiated on our behalf by professional advisers) and establishing ‘on call’ and emergency access procedures.

Governance

- Support the Priest-in-Charge and Guild Church Council as Secretary.
- Lead on reporting for external agencies (e.g., Church of England, Charity Commission) and support the Priest-in-Charge with reporting for key stakeholders.

Projects and Events

- Helping us prepare a NLHF bid, providing ‘on-site’ liaison for our professional advisers (including a project manager, fundraiser, architects, and contractors) and inputting as required. *(N.B. we have a development team including a fundraiser to prepare the bid)*
- Taking forward special projects on behalf of or with the Priest-in-Charge e.g. to develop our corporate engagement with local businesses.
- Work with the team to develop the processes and capabilities to ensure that all events are run to a high standard, overseeing specific events as required.

General

- Attend and contribute to staff meetings and prayers and our away days and retreats.
- Offer general assistance as needed in busy periods of the life of the church or to respond swiftly and creatively to new opportunities.
- Undertake any other duties that may reasonably be required.



Person Specification

Qualities and character

Your character and calibre is more crucial to this appointment being successful than your professional experience or background. We are looking for you if you can demonstrate:

- That you are energised by new opportunities and can help organise resources to help deliver an ambitious and exciting vision.
- A generous attitude and a willingness to ‘get stuck in’ when necessary, recognising and embracing the ‘start-up’ stage of our current ministry and operations.
- A mature outlook and a willingness to hold responsibility for significant areas of the church’s life and future in partnership with the Priest-in-Charge and others.
- Willingness to face and manage conflict or tension in an appropriate manner.
- Complete trustworthiness and integrity, able to exercise discretion and hold confidential information reliably.
- A disciplined approach as a trusted and effective ‘completer-finisher’ and able to handle a demanding and varied workload, prioritising and delegating sensibly.
- The ability to anticipate issues and plan accordingly, pro-actively solving problems and improving processes which help everyone.
- Emotional intelligence, able to get along with diverse people and develop ways of working which hold together the need for effective management with a participatory church culture shaped by community-led activity.
- A connection between your own Christian faith and a desire to contribute to the ministry of St Katharine Cree including joining in with Christian prayer and worship.
- Excitement about our objective of building a workers’ church in the City of London.

As a Guild Church we do not have a Sunday service. So, this role does not require you attend church here on Sunday or make this your primary place of worship. We will still encourage and support you to grow in your personal faith.

Qualifications and experience

We will look for evidence of the following:

- Experience of developing or growing an effectively run organisation in a changing or ‘start-up’ context (e.g. business or church plant).
- Confidence with IT and able to work with Microsoft Office and learn other systems (we also currently use Wix, Canva, Churchsuite, and ExpensePlus).
- A basic understanding of how churches work.
- Experience managing volunteers (in either a paid or volunteer role yourself)

- Excellent literacy and numeracy skills and able to communicate clearly and professionally in written and spoken English.
- Experience managing a budget (of any size).
- Experience of overseeing and implementing projects.
- The right to work in the UK and willingness to undertake an enhanced criminal records check and safeguarding training.

Some other experience might be 'desirable' but not necessary.

- Church of England structures and processes.
- Civic and business communities in the City of London.
- Charity finances and fundraising.
- Helping prepare for a major capital project.
- Interacting with speakers of other languages and/or your own knowledge of additional languages (especially Spanish)

As this is a leadership post within an actively Christian setting, applications should be from committed Christians. Schedule 9, Part 1:3(a) of the Equality Act 2010 applies.

Safeguarding

St Katharine Cree is committed to safeguarding the welfare and protection of children and vulnerable adults throughout our work. **This role is subject to a satisfactory Enhanced DBS check.** The role will require undertaking Diocese of London safeguarding training, if a current certificate is not already held. SKC's full Safeguarding Policy will be provided to all new staff and they are expected to read it and act in accordance with it at all times.

Application

If you are interested in this role, please complete the application form and send it with a covering letter which explains why you would like to apply for the role (no more than 2 pages), addressed to the Priest-in-Charge, Revd Josh Harris by **12 noon on Tuesday 11th February** to office@stkatharinecree.org.

If you would like an informal conversation before applying, please contact Josh directly to find a time to speak (josh@stkatharinecree.org).

First round interviews are currently planned to take place during the week starting 3rd March.

Please tell us (office@stkatharinecree.org) if there are any reasonable adjustments we can make to enable you to apply or take part in the interview process.