



St. Catherine's

G O R S E I N O N

WWW.GORSEINON.CHURCH

Finance and Operations Manager

Based at: St Catherine's Mission Hub Church

Salary: £30,000 - £37,000

Reporting to: Mission Hub Leader



Job Description

Job purpose

To provide financial and operational expertise and oversight for the Mission Hub Church of St Catherine in Gorseinon. To work closely with the Mission Hub Leader to ensure the successful delivery of the major redevelopment planned for the church and church hall in Gorseinon. The Finance and Operations Manager will oversee the budgets and finances for the project, ensuring that the cashflow is carefully managed, as well as overseeing all operational and administrative tasks. This enables the Mission Hub Leader to focus on church growth, pastoral care, and delivering this exciting new vision for the community of Gorseinon.

Key responsibilities

- 1** Oversee the finances and budgets of the Mission Hub Church, working closely with the Mission Hub Church Leader and Volunteer Treasurer.
- 2** Maintain operational oversight of the redevelopment programme, liaising closely with the architect and main contractor.
- 3** Oversee administration and operations for the Mission Hub Church.
- 4** Support and equip the team of volunteers who play a key role in the operational function of the Mission Hub Church.
- 5** Assume overall responsibility for the building and maintenance.
- 6** Oversee and develop the Mission Hub Church's IT systems and infrastructure.

Key working relationships with

- The Mission Hub Church Leader
- The Project Architect
- Contractors and suppliers
- The Mission Hub Church Volunteer Team
- Local community leaders and representatives

1. Oversee the finances and budgets of the Mission Hub Church, working closely with the Mission Hub Church Leader and Volunteer Treasurer.

- Develop a strategic financial plan that ensures the financial sustainability of the Mission Hub Church, including identifying new sources of income and informing a future focus on stewardship and fundraising.
- Retain day to day oversight of the Mission Hub Church finances and budgets, working with the Mission Hub Leader and Volunteer Treasurer.
- Produce accurate and timely financial reports and forecasts for the project as required.
- Liaise closely with the Project Architect to ensure that the project is being managed within budget and to the agreed project deadlines.
- Manage the bank accounts, utilities, insurance and other contracts as required, ensuring best value for money.
- Ensure all annual accounts and financial reports are prepared for submission to the relevant parties.

2. Maintain operational oversight of the redevelopment programme, liaising closely with the architect and main contractor.

- Maintain a detailed project plan for the redevelopment of the Mission Hub Church, liaising closely with the Mission Hub Leader, Project Architect and Main Contractor. Convene regular project meetings to review progress and identify any areas of concern.
- 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.

- Collect and collate data and process information to provide regular reporting on the Mission Hub Church's activity.
- Lead the process of developing and implementing strong operating procedures, good governance and effective systems for the Mission Hub Church.

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

- Oversee the smooth running of services and events.
- Ensure effective processes are in place for communicating with the Mission Hub Church family and wider audiences, across Gorseinon and beyond.
- Prepare applications for grants and funding, identifying suitable funding providers.
- Ensure that all administrative systems are operating efficiently and cost effectively to meet the needs of the Mission Hub Church.

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

- Work closely and supportively with the Volunteer Treasurer to ensure robust and compliant management of the Mission Hub Church's cash flow, finances and budgets.
- Provide informed support to volunteers in all areas of administration and operations.
- Help the Mission Hub Leader to develop and deliver an engaging training strategy for staff and volunteers.
- Model best practice in all aspects of volunteer management.
- Ensure that all contracts, handbooks and policies are kept up to date and are compliant with safeguarding, charity and employment law and regulations.

5. Assume overall responsibility for the building and maintenance.

- Project manage the redevelopment programme in the Mission Hub Church, liaising with external contractors and suppliers as required.
- Retain overall responsibility for the maintenance of the building and its grounds, ensuring high standards are maintained at all times.
- Oversee facilities management, insurance, health and safety and risk management.

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

- 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.
- Act as the Data Controller for the Mission Hub Church and ensure full compliance with GDPR regulations and requirements.

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.



Main Terms and Conditions

Hours of Work:

Full time – 35 hours per week. Pattern of working hours subject to agreement with the postholder and employer but it may include some weekend and evening working.

Term:

Fixed Term for two years, in the first instance.

Salary:

£30,000 - £37,000 dependent on experience

Pension:

The employer will contribute 8% of the employee's pensionable salary to a pension scheme of the employee's choice

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
with the possibility of some hybrid working

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



Criteria	Essential	Desirable
Experience		
Strategic financial management and planning	✓	
Operational experience at mid-management level	✓	
Volunteer management and recruitment		✓
Facilities management and oversight	✓	
Previous experience of working in the church or charity sector		✓
Knowledge and Understanding		
Knowledge of financial recording processes and regulations	✓	
Understanding of the Anglican Church and in particular the ethos of the Church in Wales	✓	
Understanding of Health and Safety legislation	✓	
Qualifications		
Business or Finance qualification	✓	
Full driving licence	✓	



Criteria	Essential	Desirable
Skills and Personal Qualities		
Excellent time management, organisational skills and planning ability	✓	
Ability to prepare detailed financial and budgetary reports	✓	
Skilled in the use of Microsoft Excel or Project for the purposes of project management and budget planning	✓	
Excellent IT skills, including Microsoft Excel, Word and Office 365	✓	
Effective communication skills both written and oral	✓	
A good team player, who is also able work independently and respond positively to changes in priorities	✓	
Calm, friendly, approachable but assertive	✓	
Ability to communicate through the medium of Welsh		✓
A living, active Christian faith	✓	

Recruitment Timeline

Closing Date: Thursday 29th August at 12 noon

Interviews: Friday 6th September

Applications should be submitted by email to Nova John, St Catherine's Mission Hub Church Administrator, at nova@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.