

Job Advert

Director of Operations

The vision for the Parish is summed up in our strapline: Growing Disciples, Building Community and Transforming Lives. Recruiting an enthusiastic and highly competent Director of Operations is a key appointment to provide a platform of services and functions to both support and enable us to achieve this vision.

The Parish comprises three churches, St Alphege, St Helen and St Michael, serving central Solihull. It is a busy Parish and one of the largest in the Birmingham diocese. There are many different styles of worship and multi-generational congregations, all within a densely populated urban area. The Parish has many exciting and varied activities, this role will play an important part in providing the infrastructure for these to thrive.

The Role

Working closely with the Rector, the PCC and the wider team, inclusive of numerous volunteers who are all actively involved with the leadership of the church, you will have significant input into strategy and decision making at all levels. You will also be instrumental in further developing organisational efficiency and effectiveness across a wide range of areas, all of which we have identified as requiring more central co-ordination.

You will have the initiative and drive to see where change is needed and the ability to propose and where appropriate, implement this effectively across a wide range of areas. Key areas to focus on will be the IT infrastructure (inclusive of database management); HR; Communication (both internal and external); Financial Management and Control; Health and Safety; Safeguarding; Data Protection and Resource and Facilities Management.

The Parish is incredibly fortunate to have many able and willing volunteers in addition to paid staff who carry out many of the functions for which this role will be responsible. You will need to balance the strategic oversight of these areas with hands-on leadership and team management. Flexibility, a collaborative approach and a can-do attitude are absolutely crucial in this very busy but rewarding job.

What we are looking for

You will be an experienced manager with a proven track record of managing and motivating teams, ideally in a church or third sector setting. An understanding of church life and organisation is vital, along with you being an active and committed Christian. You must be in full appreciation of the ethos and vision of Solihull Parish to ensure your full involvement within the shared faith community of staff we have here.

You will have initiative and self-motivation combined with the skills to juggle a broad range of responsibilities. The successful candidate will have experience of managing budgets and excellent IT knowledge (including using databases). You will have both good project

management and analytical skills, the ability to work with a wide range of people and demonstrable teamworking ability.

You will need to have strong verbal and written communication skills; proven experience of clear communication and communication methods including the use of social media. In addition to excellent organisational and administrative skills, with an eye for detail, you will have the ability to work under pressure, lead change and meet deadlines.

Given the broad remit of the role, you will not be expected to be an expert in all areas under your responsibility from the outset. You will however be expected to have a good understanding of IT systems and an in-depth knowledge within some of the key areas specified. You will have a willingness to learn more about those areas in which you have less experience. Training and support will be offered.

The package

- 37 hours per week
- Holidays: 25 days paid holidays plus 8 Public Holidays
- Undertake appropriate training from time to time which the church will fund accordingly.
- Place of work: Oliver Bird Hall, Solihull town centre
- Salary dependent on experience.

To apply for this role please complete the application form located at the bottom of our home page. If you attach a CV, then you need only complete section 2. Please send completed application forms to Vernon Adams, PCC Secretary at v_adams2@sky.com. Any other questions or queries you may have can also be submitted to this email address.