

Thank you for expressing interest in our vacancy for an **Operations Manager**, offered via a permanent part-time contract. We seek to appoint at the earliest opportunity.

About our Circuit:

The Derbyshire North East Circuit comprises 15 churches serving communities in and around the historic towns of Chesterfield and Bolsover, close to the spectacular Peak District National Park and within easy reach of the City of Sheffield.

To learn more about the work of our churches in the communities we serve please visit our website at www.dnethodists.org.uk

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

How to apply:

Informal enquiries may be addressed to Rev Sean Adair, sean.adair@methodist.org.uk. Please note that applications sent directly to this email address will not be accepted

Submit completed applications by email before midday on the closing date to hr@sheffieldmethodist.org

Important dates:

Closing date:	12 th April 2024
Shortlisting:	16 th April 2024
Interview date:	29 th April 2024 (AM)

Please note interviews are to be held at Whittington Moor Methodist Church, Scarsdale Road, Whittington Moor, Chesterfield, S41 8NA.

On the following pages you will find a job description, a person specification, and a summary of how we recruit. If I can be of any further support, please do be in touch.

Kind regards,

Rev Sean Adair
Superintendent Minister
Derbyshire North East Methodist Circuit

Job Title:	Operations Manager.
Employed by:	Derbyshire North East Methodist Circuit.
Location:	Based at a church (TBC) within the geography of the Circuit, with a requirement for circuit wide travel to meet the needs of the role. <i>(Consideration may be given for elements of home working.)</i>
Responsible to:	The Lay Employee will be employed by and responsible to the managing trustees of the Derbyshire North East Circuit Meeting and will be line managed by the Superintendent Minister.
Responsible for:	Circuit Administrators (x 2 part-time)
Purpose of the role:	To play a leading role in the future of the Circuit by being the leading and guiding person in all operational matters, in consultation with the Superintendent Minister and the Circuit Leadership Team.

Although the Main Duties of this Job Description look extensive for a 0.5 FTE post (18.5 hours per week), they are written to indicate the breadth of the job. The appointee will not be expected to accomplish all main duties in the allocated time, each week.

Main Duties:General

- Work collaboratively with the Superintendent Minister and Leadership Team of the Circuit.
- Line manage and support two part-time Circuit Administrators.
- Develop and oversee practices in respect of H&S, GDPR, safeguarding and charity governance.
- Attend meetings as required.

Finance

- Support the Circuit Treasurer and local Church Treasurers in preparing budgets and financial reports to a range of internal and external stakeholders.
- Support local Church Trustees to manage resources effectively.
- Monitor existing and recommend and develop improved financial and administration systems.

Property

- Ensure building management and maintenance are in hand ensuring a safe, consistent, and welcoming environment within all our buildings.
- Support churches in arranging licences and documentation for lettings and to .
- Negotiate new leases and/or renewals as required.
- Have oversight of the Circuits residential property tenancies.
- Develop and implement a list of recommended contractors and suppliers through open and transparent tendering, ensuring professional and ethical suitability and compliance.
- Manage the online property project consents system for the Circuit.
- Ensure annual property returns are submitted for all Circuit properties.
- Work collaboratively to ensure quinquennial inspections are completed for all properties, ensuring that they are maintained appropriately, on time, and within budget.
- Manage closed churches and vacant manses.
- Manage and oversee the sale of properties.
- Be the lead liaison with Trustees for Methodist Church Purposes (TMCP) and solicitors on any legal and property matters.
- Support churches in undertaking one-off or complex projects (to include, as examples, project management, fundraising, and liaising with professional advisors).
- Assist churches and the Circuit with grant applications and to identify other sources of income.
- Support churches on reducing energy consumption to work towards net zero carbon.
- Work collaboratively to implement a property development plan for church premises.

Miscellaneous

- In consultation with the Superintendent Minister and Circuit Archivist, maintain and administer the Circuit safe and other archives.

Other duties

- Any other duties which are within the level of responsibility and capability of the post holder to meet the developing needs and mission of the Circuit.

Training Requirements:

- There will on occasion be the need to attend additional training relevant to the role. This will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

Terms and Conditions:

Contract type:	Permanent, part-time.
Contract start:	As soon as possible.
Working hours:	18.5 hours (0.5 FTE)
Working pattern:	A flexible working pattern is a requirement for this role, to include elements of evening and weekend working. Consideration will be given for elements of home working. At least two days free of responsibility each week.
Rate of pay:	£16.63- £17.67 per hour, (£16000 -£17000 salary) (£32000-£34000 FTE)
Annual leave:	Annual leave entitlement for a full-time employee is 244.2 hours, based on a full-time working week of 37-hours. Leave for this post is therefore calculated to be 122.1 hours, inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probation:	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
Disclosure:	Appointment will be conditional subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS).
References:	Appointment will be conditional on the receipt of satisfactory references, of which one should be your most recent or current employer.

Job Title: Operations Manager.
Employed by: Derbyshire North East Methodist Circuit.
Location: Based at a church (TBC) within the geography of the Circuit, with a requirement for circuit wide travel to meet the needs of the role.
(Consideration may be given for elements of home working.)

	Essential	Desirable	Method of Assessment
Education and Training			
Educated to GCSE level, or equivalent	Yes		A, I
Educated to degree level, or equivalent		Yes	A, I
Professional qualification in finance, HR, or management		Yes	A, I
Knowledge, Skills, and Experience			
Previous management or senior supervisory experience.	Yes		A, I
Previous management or senior supervisory experience in a church or third sector environment.		Yes	A, I
Experience in or a strong exposure to financial management and the creation of processes around this, with the ability to collate, produce, and present accurate financial records, statements, and reports.	Yes		A, I
Experience within local church trustee bodies, being able to recognise and assess the opportunities and challenges that such bodies typically face in fulfilling their governance responsibilities.		Yes	A, I
Understanding and familiarity with the processes and requirements of the charities commission.		Yes	A, I
Experience of and a commitment to work within safeguarding protocols either in work or a voluntary capacity.	Yes		A, I
Understanding of compliance issues for Health & Safety, including experience in establishing and maintaining reporting procedures.	Yes		A, I
Understanding of and a commitment to work within established and evolving GDPR protocols and procedures.	Yes		A, I
Confident user of social media with a strong understanding of how different platforms work and how people engage with them.	Yes		A, I
Qualities and Aptitudes			
Able to relate effectively to a wide range of people <i>internal to the circuit</i> establishing and maintaining trusted working relationships.	Yes		A, I
Able to communicate, liaise and negotiate effectively and professionally across a wide and diverse range of <i>external to circuit</i> stakeholders in-person and through technology.	Yes		A, I
Able to work under pressure and meet deadlines, often with competing priorities, and demonstrate reliability, integrity, and a commitment to confidentiality.	Yes		A, I
Able to develop and maintain appropriate boundaries in all professional and personal relationships.	Yes		A, I
Able to organise and manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Good interpersonal skills, with a welcoming and friendly demeanour, and a sensitive and approachable style.	Yes		A, I
Able to adapt positively to changing priorities and circumstances.	Yes		A, I
Any Other Requirements			
A Christian faith which aligns with the leaders and members of the churches of the circuit.		Yes	I

A commitment to seeing the church flourish in fulfilling its mission with appreciation of how this role can directly help and support this.	Yes		I, P
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
A willingness to understand, learn and engage with the structures, ethos, and values of the Methodist Church.	Yes		I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		I
A driving licence and access to a vehicle to attend all locations around the Circuit.		Yes	A, I

- A:** Application form
I: Interview
Q: Proof of Qualification

Disability:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made. Please be assured that we will be supportive in discussing any reasonable adjustments at any and all stages of the recruitment process. If you have questions about the way that we are working, please contact hr@sheffieldmethodist.org

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification document.

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. Should an offer of employment be made you will be asked, and you must provide, evidence of your entitlement to work in the UK.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One must be from your current or most recent employer and the second from a previous and relevant period of employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you are applying for and the nature of the conviction.

Safeguarding:

We are committed to safeguarding and promoting the welfare of children and vulnerable adults through safer recruitment practices and procedures. A satisfactory disclosure from an enhanced DBS check is a requirement of the role.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our Privacy Policy. If you are successful in your application, the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote all of these at all times. They include but are not exhaustive to Health & Safety, the General Data Protection Regulations, Data Protection, Information Governance, Safeguarding, EDI, Performance Management, and a range of Personnel and Financial Processes bespoke to the Circuit.