



OPERATIONS DIRECTOR

FEBRUARY 2020

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) church with a congregation of around 1,000 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

We are looking for an energetic, committed and innovative self starter to join our diverse staff team of talented people. You will quickly and imaginatively contribute to the planning and execution of projects and activities, to deliver our strategy and realise our vision for Ps & Gs.

Is that you? Keep reading to find out more.

Thank you for expressing interest in the Operations Director role at Ps & Gs. I hope you find the enclosed material helpful in telling you a bit more about the church, and the job. If I can help in any way, do please get in touch with me via the church office.

We are at an exciting time in the life of Ps & Gs. A few years ago we launched our Saturday Meal, reaching out to the homeless and vulnerable in our community by providing a free meal every Saturday and building relationships. 2 years ago we launched our second church plant, Mustard Seed, Edinburgh, following the successful church graft in Fife 2014. We want to play our part in the growth and health of the church in Scotland.

We are finding new ways to deliver the Alpha and held our first Children's Ministry conference, Seen & Heard, in September 2016. We are developing our worship initiatives such as our Kingdom Come prayer and worship nights. We encourage and help people to become whole life disciples through Connect Groups, courses such as the Network course, and our Core Leaders Programme.

We believe that God wants us to be a church that takes calculated risks; to be innovative, radical and creative in our worship, evangelism and life together. We have just adopted a new strategy for 2020-2025 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

Please be assured of our prayers as you seek whether God is calling you to join us. We will be praying that together, we will be able to discern his voice.

Thanks again for your interest,

Yours warmly,

Dave Richards, Rector



Who we are

Ps & Gs (St Paul's and St George's) is a Scottish Episcopal Church with a congregation of around 1,000. Based in the heart of Scotland's capital city, our aim is to bring people and God together by being whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

Built in 1818 and refurbished in 2008, the church building stands in a strategic location in the heart of Edinburgh's New Town. We have three Sunday services, a vibrant community life with over 50 ministry areas, and many opportunities to serve those around us. We are excited about our future as we grow together into the church God intends for us.

STRATEGY

Our current strategy has four strands:

- Changing Lives
- Transforming Society
- Deepening Influence
- Church Planting

A summary of our strategy is on our website. You can read about our values on the About Us page.

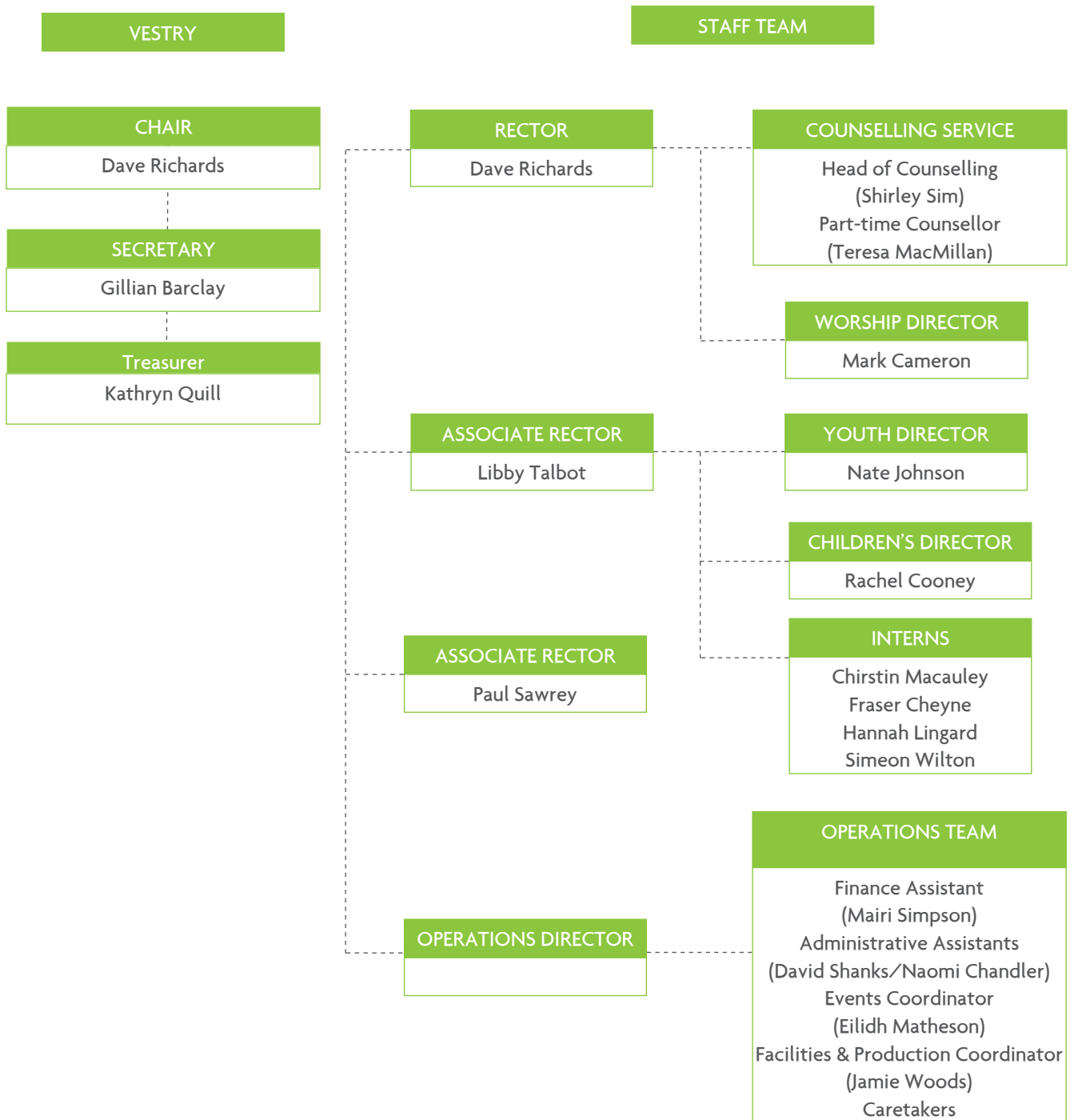


Our structure

The structure of our staff and Vestry teams is shown above.

The church has a strong volunteer base as well as various areas of ministry coordinated by volunteer-led teams. The counselling service is professional and highly regarded both internally and in the wider community.

The Vestry is made up of elected members of the congregation, clergy, Operations Director, and is chaired by the Rector.



About the role

The key objective of this post is to ensure that Ps & Gs day-to-day activities are in step with the strategic vision of the church.

The postholder provides the organisational culture, structure and support systems to enable the church to grow and develop. It oversees and gives direction to all aspects of the church's operations, ensuring systems are in place for communication, good governance, sound financial systems and people management and effective organisation of all church activities and properties.

KEY RESPONSIBILITIES

1. Strategy & Leadership

- With the clergy and Vestry, ensure development and delivery of strategic and operational plans.
- Lead the church's day-to-day operations ensuring these are aligned with the future direction and growth ambitions of the church.
- Manage and support Operations staff to meet objectives and provide appropriate opportunities for training and development.
- Drive delivery of the vision by developing plans and providing programme and project management to effectively implement new initiatives.

2. Governance and Risk Management

- Support the governance structures of the organization and assist Vestry members as needed. This includes attending Vestry meetings, overseeing the content and structure of Vestry Meetings.
- Ensure the Church meets its policy, reporting and practice obligations with regard to:
 - **Health & Safety**
 - **Employment Law**
 - **Risk**
 - **Data protection**
 - **Safeguarding**
 - **OSCR**
 - **the Scottish Episcopal Church**

3. Financial Management

- Supervise and support the Finance Assistant to maintain accurate accounts and timely accounting information.
- Prepare, in partnership and consultation with the Treasurer and current accounting contractor Chiene and Tait, year-end accounts, budgets, management accounts, cash forecasting, external auditing, OSCR requirements, relationship with bankers and reporting to Vestry.
- Ensure the church's internal control procedures are adhered to.
- Monitor and evaluate income including all giving records and communication while retaining appropriate confidentiality.
- Co-ordinate communication of financial needs to the congregation and coordinate fundraising, through supporting the Treasurer, Rector, and Vestry Chair.
- Chair Vestry Finance Group.

4. Facilities and Property Management

- Oversee the facilities function, including the line management of the Facilities and Production Coordinator, ensuring our buildings including all rectories are safe, well maintained and fit for purpose.
- Be a member of the Property and Infrastructure Vestry subgroup alongside the Facilities and Production Coordinator, supporting the chair with the provision of accurate and timely information on the needs of the Church's buildings.
- Act as the key contact for the Church in legal matters (eg property purchases/sales, boundary or shared costs matters) working closely with the Church's appointed lawyers.
- Advise (with support from the Facilities and Production Coordinator and the PING group) the Vestry and subgroups on future property considerations and requirements, including acquisitions, disposals and maintenance.

5. Staff Management

- Work closely with the Staffing Group to keep staffing policies and procedures up to date, manage rates of pay, undertake recruitment and promote staff development. Attend Staffing Group meetings.
- Establish the pattern and content of staff meetings, ministry head to head meetings and away days.
- Support line managers in managing staff, identifying training opportunities and ensuring annual performance reviews are completed.
- Manage the Operations Team, ensuring that it delivers excellent support to enable the ministries of the church.
- Support all volunteers working in the church office.

6. Communications:

- Work with Operations Team and the Communications Group to oversee communication in the church, ensuring effective messaging between the church and the leadership, congregation members, visitors and the public across all platforms.

7. Office & Administration Management

- Regularly review office processes and systems to improve operational efficiency.
- Ensure adequate staff cover for office hours and evening/weekend events.
- Ensure that contracts and purchases are approved and carried out in the most cost effective way.

8. Events Management

- Oversee the Events Coordinator ensuring that all arrangements are in place for both internal and external events.
- Oversee the caretaker functions that are jointly managed by the Events and Facilities Coordinators.



This role provides the organisational culture, structure and support to enable the church to grow and develop

About you

You will:

- be able to demonstrate experience of effective experience at a senior manager level that will enable you to meet the requirements of the post.
- have proven experience in areas such as financial and property management.
- be a confident and strategic thinker, with the ability to quickly analyse complex issues and offer a choice of solutions.
- have strong emotional intelligence and so be able to factor the 'people' aspect into projects and problems.
- be a successful and active leader, people manager and influencer which will enable you to be an important colleague to the clergy, and an effective builder of consensus.
- be a team player, acting as advocate and supporter of the staff team and adopting a "can do", "hands on" problem solving approach.
- develop close and supportive working relationships with all members of the staff team – both peers and reports (see organisation chart) as well as the Vestry and lay leaders.

Desirable:

- You will be educated to degree level.
- You will have a financial or property qualification.

Job Terms and Conditions

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. The role is 35 hours per week, excluding breaks (1 hour each day for lunch), working Monday to Friday. Attendance at meetings outside office hours will be required - time off in lieu can be claimed.
3. You are entitled to monthly prayer and study days.
4. Salary is negotiable dependent on experience, but is in the range of £35,000-£40,000.
5. You are entitled to 30 days holiday, plus 5 public holidays, per year.
6. The notice period is 3 months.
7. The role reports to the Rector and is reviewed annually.
8. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record (Enhanced Disclosure) through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
9. Interviews will take place in March 2020, on weeks commencing 9 and 16 March.
10. You will be expected to become a praying, serving and giving member of Ps & Gs.

To apply:

Please complete an application form (available from www.psandgs.org.uk/jobs) and return by email to david@psandgs.org.uk by Friday 28 February at 12 noon.

