



# OPERATIONS DIRECTOR

2021

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. Despite Covid-19 and although our doors have been closed, we have been continuing to deliver and expand our ministries. We began online services in March 2020 and were featured on the BBC website at Easter as our services were reaching 4000 people. Our Saturday Meal, which launched over 5 years ago, reaching out to the homeless and vulnerable in our community by providing a free meal every Saturday, is continuing to provide a hot takeaway meal each week.

We are finding new ways to deliver our different ministries online, including our Counselling Service, Children's and Youth ministries and a variety of courses.

Our Alpha Course online had people from around the world sign up - at one stage we had six online courses operating at the same time! Our Children's Ministry has also found new and creative ways to engage people online, whether they attend church on Sundays or through our midweek Babies and Toddlers group.

We have continued to develop 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 Leadership 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. We have planted two churches in the last six years and have plans for three more in the coming years.

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. 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 (pre-Covid), 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.

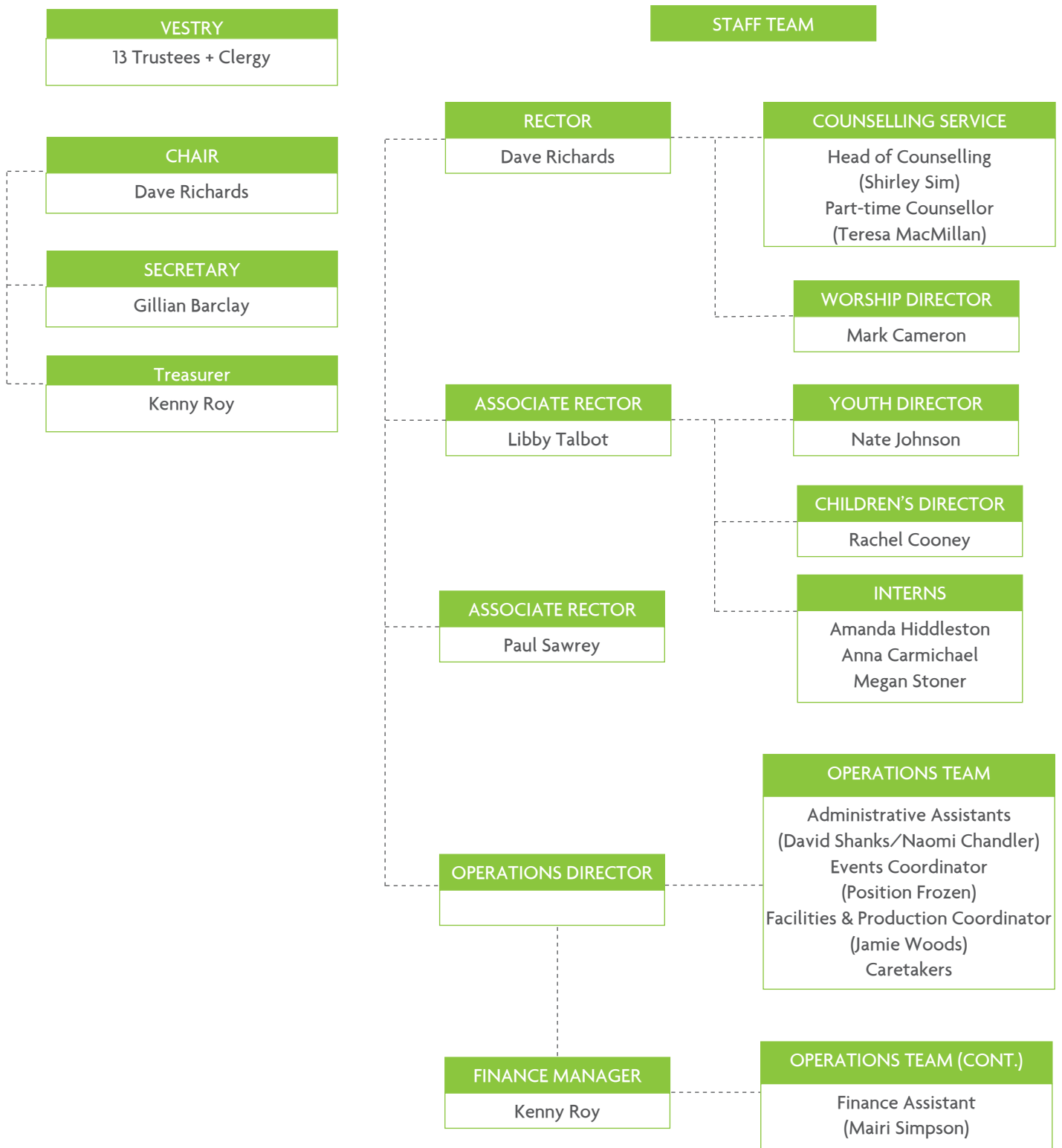


# Our structure

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

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 Operations Director will demonstrate strong and visible leadership to ensure their day to day delivery reflects Ps & Gs values and will share a passion for Ps & Gs vision and strategy.

The postholder leads on the development of the organisational structure and support systems to enable the church to grow and develop. They will oversee and give direction to all aspects of the church's operations, ensuring systems are in place for robust governance, sound financial systems, good people management and effective organisation of all church activities and properties.

The postholder will have an active Christian faith and will be expected to become a praying, serving and giving member of the church family at Ps & Gs.

### 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 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 organisation and assist Vestry members as needed. This includes attending Vestry meetings, overseeing the content and structure of Vestry Meetings.
- Manage the Church Risk Register.
- Ensure the Church meets its policy, reporting and practice obligations with regard to:
  - Health & Safety
  - Employment Law
  - Risk
  - Data protection
  - Safeguarding
  - OSCR (Office of the Scottish Charity Register)
  - The Scottish Episcopal Church & Canon Law

#### 3. Office & Administration Management

- Oversee all office and administration functions to ensure that tasks are delivered on time and to a high standard.
- Ensure that contracts and purchases are approved and carried out in the most cost effective way.

#### 4. Financial Management

Oversight of Finances including:

- Review all financial and management accounts and agree reports to Vestry.
- Ensure the church's internal control procedures are adhered to.
- Support the Finance Manager and Vestry Chair in preparation of reports to Vestry and Communications to the congregation.
- Manage the Finance Manager.
- Chair Vestry Finance Group.

#### 5. Facilities and Property Management

- Oversee facilities, including caretaking, ensuring our buildings including all rectories are safe, well maintained and fit for purpose.
- 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 Property and Infrastructure Group) the Vestry and subgroups on future property considerations and requirements, including acquisitions, disposals and maintenance.
- Attend the Property and Infrastructure Group.

#### 6. 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.
- Lead the Operations Team, ensuring that it delivers excellent support to enable the ministries of the church.
- Support all volunteers working in the church office.

#### 7. 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.

#### 8. Events Management

- As current restrictions end, ensure that necessary action is taken to reinstate and manage internal and external events.




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

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## About you

We are looking for an energetic, committed and innovative leader to join our diverse 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.

### You will:

- be able to demonstrate experience of effective leadership at director or senior manager level that will enable you to meet the requirements of the post.
- have proven experience in project management (delivering projects to time and on budget).
- have the financial experience needed to oversee a £1 million budget.
- be a confident and strategic thinker, with the ability to quickly analyse complex issues and offer a choice of solutions to problems and challenges.
- 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 developing 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 and/or equivalent experience.



# 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 and a sabbatical, 4 weeks every 4 years.
4. You will be enrolled in a direct contribution pension scheme (NEST) or by agreement contribute to an equivalent scheme.
5. Salary is negotiable dependent on experience, but is in the range of £35,000-£40,000.
6. You are entitled to 30 days holiday, plus 5 public holidays, per year.
7. The notice period is 3 months.
8. The role reports to the Rector and is reviewed annually.
9. 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.
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](http://www.psandgs.org.uk/jobs))

