



**Holy Trinity
& the Priory**
Lenton

Role Description//

Interim Operations Lead – Maternity Leave Cover

Reports to:	Priest in Charge (Garreth Frank)
Hours:	16 hours per week (1-year fixed term)
Work Base:	Holy Trinity Lenton Church (<i>with flexibility to work from home</i>)
Salary:	£25 000 – 27 000 FTE (depending on experience)
Holiday:	25 Days per annum, pro rata plus statutory holidays

Background and Context

Holy Trinity is the Anglican church located the heart of Lenton. HT's vision is to be 'a *hopeful presence in our community, a place where you can come home and become a whole-life follower of Jesus.*'

With a population of over 20 000 people, our parish is home to both the University of Nottingham and Queen's Medical Centre. At present, around 100-110 adults and 15-20 children attend each Sunday across three congregations: 9.15am at The Priory Church and 10.30am/7pm at HT. In addition to our 2 church buildings, we are also responsible for Unity House, which consists of three small flats, as well as meeting rooms and office space. The flats are occupied by tenants, and the office space is rented to two Christian charities: *Open Homes* and *Transforming Notts Together*, and a growing local business: *ABJ Catering*.

In September 2023, we appointed an Operations Lead to help us fulfil our vision, meet our objectives, whilst managing our 3 buildings and the smooth running of parish life. In order to maintain and develop our ministry we are looking to appoint an Operations Lead on a 1-year fixed term basis (maternity cover).

Key Working Relationships

The Operations Lead will work closely with clergy and the lay leadership of the church, including the priest-in-charge, operations coordinator, buildings coordinator and numerous key volunteers. In particular this will involve important working relationships with:

- Garreth Frank (Priest in Charge)
- Mike Kirk (Operations Coordinator)
- Stuart Henderson (Buildings Coordinator)
- Cat Cooper and Bradley Potts (Churchwardens)
- Angelika Bocchetti, Daniel Bocchetti (Curates)

Main Responsibilities

With support from the Operations Coordinator, the Operations Lead will be Responsible for and/or have oversight of the following areas:

1. Managerial and Strategic Responsibilities

The Operations Lead will play a key role in providing logistical oversight of specific strategic projects taking place in the life of the church in the next year. This will likely include:

- Prioritising building and maintenance projects alongside Priest-in-Charge
- Management of Building Coordinator and Operations Coordinator, supporting and overseeing their projects
- Overseeing and approving spend from various budgets/ overseeing payments
- Strategic input and project management of larger projects, events and initiatives e.g. Lenton Fun Day
- Exploring and applying for relevant grant funding to support key projects
- HR management, including integrating new staff, tracking annual leave etc

2. Managing and maintaining buildings

Alongside the Priest-in-Charge and churchwardens, the Operations Lead will play a key role in maintaining the fabric of our facilities, whilst managing the use of the church buildings and Unity House. This will include the following:

- Arranging Quinquennial inspections of church buildings
- Supporting with faculty applications for work to church buildings and seeking relevant permissions (*e.g. listed building consent*) for Unity House projects
- Coordinating room and building bookings across HT, The Priory and Unity House
- Working with the Churchwardens and PCC to address specific maintenance projects or building repair issues
- Overseeing building maintenance alongside Buildings Coordinator, including the purchase of supplies/sundries as well as responding to tenant needs etc.
- Overseeing Quarterly Flat Inspections conducted by Buildings Coordinator
- Ensuring compliance and cover for buildings, including insurance renewals, fire safety tests are completed in a timely manner
- Arranging contract Renewals for both offices and flats in Unity House
- Acting as a point of contact for Unity House based staff regarding policies, procedures, finance and facilities

3. Managing and Overseeing Finances

The Operations Lead will oversee all spend from Church accounts, working with Operations Coordinator to ensure that all salaries, invoices and expenses are paid in a timely manner, as well as payments to the church are received as expected. The Operations Lead will also work with the Operations Coordinator and Treasurer to produce reports to reflect spend to PCC and other Budget Holders. Duties will include:

- Overseeing and approving Payroll
- Overseeing and approving expenses and payments
- Creating and tracking invoices in and out and ensuring payment
- Overseeing Pension processes
- Overseeing accounting system managed by Operations Coordinator and ensuring in line with budget
- Supporting treasurer with finance reporting
- Overseeing projects such as applying to be an independent charity.

3. Church life coordination

The Operations Lead will assist the priest in charge in establishing and maintaining systems to integrate new members and co-ordinate volunteers through:

- Running weekly staff meeting and producing weekly email to congregation on what's coming up.
- Providing administrative support and oversight for regular activities and special events (*e.g. Sundays, Alpha, Carol services, Fun Day, Holiday Club*)
- Managing and developing our use of ChurchSuite as the primary method of organisation and communication in the church, including helping to oversee the database in line with GDPR regulations
- Working with other staff members and ministry leads to produce and manage Sunday service rotas and communicating with those serving on teams
- Enabling Sunday hospitality by purchasing kitchen supplies and sundries
- Supporting the PCC to create and maintain required policies and procedures for both the church and staff team
- Supporting ministry leaders (*e.g. Safeguarding Lead*) to organise relevant training and process required documentation
- Attending and reporting to PCC and/or Standing Committee when required
- Supporting with toddler group (Hullabaloo) and one off events where needed
- Keeping a log of annual subscriptions and renewing these where required

4. Parish life coordination

As an Anglican church, we exist within our wider diocese and are engaged with the wider community beyond the regular congregation. This Operations Coordinator will serve these relationships through:

- Working alongside clergy and key volunteers to provide logistical oversight to develop and manage new outreach initiatives
- Administration of the Occasional Offices, acting as a point of contact for enquiries, producing relevant documents (*e.g. banns certificates*) and ensuring relevant processes are followed (*e.g. funeral fee payments*)
- Acting alongside the priest in charge to as a point of contact for broader enquiries about the church and its life, including working with comms lead to manage our website and *A Church Near You Page*

Person Specification

Essential skills and characteristics:

1. A committed disciple of Jesus Christ, who can wholeheartedly advocate the vision and values of Holy Trinity and the Priory
2. A highly organised, diligent self-starter who is willing to take initiative and able to manage and prioritise competing demands
3. Strong administrative skills, with a passion for good administration who will approach this role with cheerfulness and joy
4. A completer finisher with close attention to detail and an ability to see through projects
5. A collaborative worker, with strong people skills, willing and able to manage and empower volunteers
6. A team player who enjoys helping a whole team work well
7. Excellent written and verbal communication skills
8. Computer literate with Microsoft Office
9. A strong desire to play a strategic role in the healthy growth of HT/The Priory

Desirable skills and characteristics:

1. A regular worshipper at HT/The Priory who is engaged in the life of the church
2. Experience of or willingness to familiarise oneself with the structures and systems of the Church of England
3. Experience of or familiarity working in the Church or Charity Sector
4. Strong numeracy skills
5. Experience with or understanding of ChurchSuite

How to Apply

Please e-mail Garreth Frank (Priest in Charge) at garreth@lentonparish.org.uk with a full CV and covering letter outlining your motivation and relevant experience for the role. For an informal conversation, please e-mail Garreth or phone (07554641607).