**Job Specification: Operational Leader**

**Main role:**

* To support the work of the minister, churchwardens and PCCs in realising the vision of the Bishopthorpe Road Parishes
* To be responsible for the administrative functions of the PCCs, including finance and administration relating to safeguarding, working with existing and new volunteers and undertaking administrative tasks personally where necessary
* To evaluate current systems and to take a lead with the minister on the planning and implementation of change where necessary
* To build and lead the team of volunteers across the parishes
* To maintain a point of contact for people contacting the churches

**Essential:**

* Educated to degree level and/or with significant senior administrative or leadership experience
* Digital skills
* Experience of working successfully in an administrative role
* Demonstrates a flexible approach when faced with unanticipated change
* Experience of managing budgets and basic financial administration
* Works collaboratively
* Has experience of leading others in a team
* Enjoys working with a variety of people
* Has a sense of humour
* Enjoys a challenge
* Is not easily fazed
* Willing to attend worship and the activities of the churches in the benefice where necessary
* Willing to extend knowledge of how PCCs operate in the Anglican Church
* Has experience of coping with conflict
* Ability to handle confidential and sensitive matters appropriately

**Desirable:**

* Prepared to further own technology/digital skills
* Willing to learn from others in a similar job situation
* Experience of working in a church culture
* Familiarity with current Risk Assessment/Health and Safety legislation
* Current safeguarding knowledge/ DBS
* Knowledge of current employment law
* Qualification in Business and Administration
* Experience of basic accounting

**Reports to:**

The Incumbent

**Hours of work:**

2 to 2.5 days equivalent (16-20 hours) per week to be worked flexibly across 2-4 days per week, Monday to Friday. Occasional weekend and evening work will be required, by arrangement between the postholder and the incumbent.

**Location**:

Office space will be available for the postholder at St Chad’s Church, Campleshon Road, although much of the job may be performed from home by arrangement between the postholder and the incumbent.

**Salary:**

£25-30k pro rata, dependent on experience

The job will be subject to a six month probationary period.

Since the role will involve duties relating to safeguarding, any appointment will be subject to an Enhanced DBS check.