

BROMLEY BAPTIST CHURCH

JOB DESCRIPTION

Role: Operations and Development Manager

Contract: Two-year contract, full time (part-time possible by negotiation.)

Salary: £30,000

CONTEXT

Bromley Baptist Church is a family church in the heart of Bromley town centre that seeks to love God, love one another and love our community and the wider world.

We are a diverse community, made up of people from a variety of backgrounds, across a broad age range, living and working in different contexts. We currently have a membership roll of just over 200.

We are passionate about developing an active, missional church family with deep relational networks and confidence to share the good news of Jesus in our community.

In 2017 our salaried staff consisted of three ministers, a church administrator and a caretaker. Since the beginning of 2019, due to vacancies, we have had one minister (with responsibility for children and families, part-time), the administrator (full-time), the caretaker (part-time) and during the year we appointed a part-time communications officer.

There is a group of ten elected trustees with overall responsibility for the management of the church as a registered charity.

We are overseen by a moderator and we employed an interim minister to cover preaching and pastoral duties. This contract ends at the end of 2019.

We are in the process of searching for a new minister and, although we have seen many promising CVs and interviewed candidates, our search is ongoing.

We are also blessed with an active and committed volunteer community from within the church. They run groups and activities such as children's work, housegroups, outreach groups, prayer groups, mission support and many others.

The church is also fortunate to have funds available to support an ambitious programme of discipleship and outreach.

The trustees and church family do not want the church to be 'on hold' while we await the appointment of a new permanent minister. We believe we are in a new and

exciting season, open to fresh opportunities and challenges as we seek to know and walk with Jesus more, and to make him known in our homes, schools, workplaces and town.

SCOPE OF ROLE

The Operations and Development Manager will advise us as we seek God's guidance to refine our vision and strategic plan and then support us to deliver it through:

- ensuring that church leaders prioritise and deliver the right activities and actions in a way that is honouring to God and meets all our statutory responsibilities
- ensuring that our volunteer community are supported, recruited and organised effectively.

MAIN RESPONSIBILITIES

Vision and mission

- Until we have filled the post for full-time minister the Operations and Development Manager will advise our trustees, staff and moderator as we seek God's guidance together to agree and deliver an agreed vision and mission for our work within the church, in Bromley, and in missionary activity across the world. The ODM will advise on setting clear objectives and a delivery plan for the next few years.

Operational oversight

- Ensure that we put in place, and keep in place, the activities and actions to deliver our goals, reviewing existing activities and scoping new activities as necessary.
- Ensure that our delivery honours God and meets our values.
- Ensure, as far as able, that the church meets all its statutory and legal responsibilities.

Volunteers

- Support, encourage and where necessary, recruit, volunteers from within the church family to deliver the services necessary to fulfil our mission. This will include overseeing a process to help people discover the talents and calling that God has given them, then ensuring that the right practices are in place to support them. The CODM will also work with the leaders of the various groups to recruit new volunteers.

HR

- To ensure that the church carries out the recruitment and retention of paid staff in a way that is legal, recognised good practice, and helps us fulfil our mission.

Governance

- Support the trustees by discussing and agreeing the agenda for trustee meetings and church family meetings then ensuring that the actions are carried forward by the appropriate person.

Operational delivery

- Play an active part in delivery of our mission and our work, working with other colleagues on tasks and activities as necessary.

KEY RELATIONSHIPS

- The postholder will be responsible to our full-time minister when appointed and to the trustees until then.
- Further decisions on management structures will be considered as part of our vision-setting process.
- The postholder will have close working relationships with the minister for children and families (p/t), the trustees, the church administrator, the communications officer (p/t), the caretaker and the leaders of our various church groups.

PERSON SPECIFICATION

	Essential	Desirable
Experience	At least three years management experience within a non-profit organisation.	Management experience within a church or Christian charity.
	Experience of working with volunteers.	Experience of recruitment and retention policies and practices.
		Experience of guiding and advising trustees or non-executives.
	Experience of working towards an organisational vision or mission.	Experience of managing a vision-setting, or strategic planning process.
	Experience of managing time and competing priorities.	
Skills and knowledge	Team player able to work well with both salaried and unsalaried colleagues to meet agreed goals.	
	Excellent administrative and organisational skills.	
	Diplomatic and able to seek and achieve harmony	
	Ability to work with a diverse range of people in age, ethnicity, life-	

	experience, physical and mental ability.	
	Understanding of charity governance.	Understanding of Christian charities or churches. Knowledge of how Baptist churches work and are governed.
Personal qualities		
	A committed Christian who personally upholds and agrees with the Evangelical Alliance <u>basis of faith</u> statement.*	A committed Christian for at least three years.*
	Love for Jesus Christ and desire to see his mission fulfilled through his church.	
	Membership, or similar level commitment, of a church.	
	Support for women in ministry	
	Commitment to the power of prayer to achieve change	Experience of running or supporting prayer groups and activities.

*Bromley Baptist Church believes that there is a genuine occupational requirement (GOR) for the postholder to be a committed, practising Christian (ref: Equality Act 2010.)

OTHER INFORMATION

- Hours: 37.5 hours a week.
- Bromley Baptist Church is supportive of flexible working and is willing to discuss flexible options to enable us to appoint the best candidate. We are also willing to consider making this role part-time.
- We do not require the postholder to work on Sundays on a regular basis, but in the course of the year, some Sunday working may be required (for example for some church family meetings.)
- The trustee meetings are in the evenings once a month and we expect the postholder to attend.
- The probation period for this role is six months.