



STOCKTON
PARISH CHURCH
A BEACON FOR GOD'S KINGDOM

19 March 2019

Operations Manager

Thank you for downloading this information pack for the role of **Operations Manager** at Stockton Parish Church (SPC). In this PDF document you'll find:

- **Role Description** (including our statement of faith)
- **Application Form** (<http://bit.ly/OpsManAF> to download in *WORD* format)
- **Confidential Declaration**

SPC has an amazing story that you could be part of. It began in 1663 when the vicar of Stockton on Tees, Rev Thomas Rudd had a vision for a house of prayer in the centre of Stockton on Tees. SPC was opened in 1712 and has been a centre of Christian worship in the town ever since.

If you have an administrative gift, if you are excited by the idea of participating in God's mission in Stockton, if you are up for a challenge and if God is calling you to SPC then this role is for you.

The closing date for applications is **12 noon on Tuesday 16th April 2019**.

If you think this might be for you then you are welcome to get in touch with me for an informal conversation about the role. Feel free to send me an email to set up an appointment.

SPC has a vision to be a beacon for God's Kingdom, pointing the way, guiding people in and announcing that Jesus is coming! Will you be part of that vision?

VICAR

Rev'd Mark Miller

TELEPHONE

01642 611734

ADDRESS

High Street, Stockton on Tees,
TS18 1SP

EMAIL

office@stocktonparishchurch.org.uk

ONLINE

stocktonparishchurch.org.uk
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Yours in Christ,

The Reverend Mark Miller

Vicar / Stockton Parish Church

M / 07968 034 074

E/ mark@stocktonparishchurch.org.uk

Operations Manager

Employed by Stockton Parish Church PCC

Hours: Full Time

Work Base: Stockton Parish Church

Salary Scale: £25,064k - £30,980k dependent on experience.



Background

Stockton Parish Church (SPC) is an Anglican Church in the Diocese of Durham located in the centre of Stockton on Tees. Using Church Urban Fund information, the parish is the 8th most deprived parish in the country.

In 2007 SPC was about to close. It had no leader, no tradition and the building was in a poor state. In 2008, Rev Alan Farish was called by God to begin a new season in the church. Now under the leadership of Rev Mark Miller (Alan's curate) the church has grown to around 300 people, from 23 different nationalities, around 50% of whom are under 30. SPC continues to grow with a healthy culture of invitation and three Alpha courses per year.

There is currently one service each Sunday attended by around 180 people. SPC has an Evangelical Charismatic tradition.

SPC was recently designated as a Resource Church and has been awarded Strategic Development Funding. Over the next 3 years, SPC will establish a new congregation for people on the margins, transition to a Mission Communities structure and establish a leadership pipeline with a particular focus on young leaders.

This post is funded from the SDF award, alongside a Social Media Pastor and two posts to develop Missional Communities. SPC has maintained steady growth in its finances and this post will continue after the SDF award ends in 2024.

Purpose of the Post

As this is the first Operations Manager at SPC, a principle purpose of this post is to develop the role of Operations Manager alongside the Senior Leadership Team.

To work collaboratively with the Senior Leadership team to develop and implement a strategic plan for SPC so that the church can continue to grow in numbers, discipleship and service.

To coordinate all aspects of operations within SPC, ensuring excellence and creativity so that our activities are rooted to our vision.

Release the ministerial staff from operational matters so that they can focus on church growth.

People Links

To be directly responsible to the Vicar.

To play a full role as a member of the Senior Leadership Team, sharing in the team's leadership responsibilities.

To play a full role as a member of the church's wider staff team, sharing in the team's activities and playing a part as a member of the church.

To manage the Operations Coordinator and some of the volunteer staff members. *As the church grows there may be additional supervisory expectations.*

Main Responsibilities

Oversee and develop the commercial aspects of SPC (currently the hire of the church hall and concert bookings) ensuring good community engagement and healthy financial returns.

Develop an internal and external communications strategy so that church members act upon communications and those outside SPC are drawn in.

Work with the treasurer and finance team to ensure good financial management together with leading on grant finding.

Ensure SPC is acting as a good employer, of paid and volunteer staff, with particular reference to HR matters.

Oversee the mobilisation, training and support of volunteers, so that the gifts and passions of church members can be harnessed for God's Kingdom.

Manage the church buildings (church, hall, houses) and site, ensuring they are fit for purpose and are operating effectively and efficiently.

Progress the reordering plans for SPC's building so that it becomes an attractive, practical space for the growing worshipping community.

Develop church wide systems and policies ensuring the church is compliant with relevant legislation (e.g. H&S, Safeguarding, HR, Charity Commission) and that SPC is an efficient and effective organisation.

Person Profile

The post holder should be able to demonstrate the following:

Christian Character and Gifting

This post has an Occupational Requirement for the post holder to be a mature, Spirit filled Christian with the following qualities:

- A calling to this role
- Willing to become a member of SPC, committed to its vision and values as an Anglican Church
- A Godly character in line with 1 Tim 3
- A servant hearted leader, able to listen and learn
- Displaying the spiritual gifts of administration and leadership

Qualifications, education and knowledge

A degree level qualification is desirable.

The person appointed will require some specialist knowledge: Human Resources and Charity Commission knowledge is preferable.

Experience

Previous leadership experience is essential. This could be leadership within an organisation or leadership and practical service in a larger church.

Experience of a building project is desirable.

Experience of church wide missional communities is desirable.

Skills

The person appointed should:

- have strong, written and verbal communication skills, including a confidence with IT.
- be able to develop policies and procedures.
- be an innovative problem solver, who is able to use initiative to develop and improve systems and implement change where needed.
- have strong management, organisational and negotiating skills and be able to lead others.
- be comfortable networking with a wide range of people and organisations.
- be able to maintain confidentiality.
- be able to manage finances.
- be able to plan, thinking strategically in the short, medium and long term.
- have an ability to work under pressure.

Personal Qualities

The person appointed should:

- Be energetic, enthusiastic and be an innovative thinker, open to change and development.
- Seek excellence in yourself and others, whilst recognising SPC's current level of resources.
- Have sufficient confidence in their call and gifting whilst also being committed to continual personal and professional development.
- Enjoy working with other Christians and working well in a team with people that have different gifts and backgrounds.
- Be committed to developing others, particularly those with leadership potential.
- Work well under pressure while guarding your personal life and time well.

Additional Details

The personal, spiritual growth and renewal of the person appointed is important and we will support this, including facilitating their attendance at conferences (SPC typically attends New Wine) and other events that will deepen their discipleship.

The post includes 25 days holiday plus bank holidays.

Application for Employment

For the Post of **Operations Manager**

Where did you see this post advertised? _____



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Surname:	Title:
Other Names:	Tel (home):
Address:	Tel mobile):
	Tel (work)*: *Discretion will be used if we have to contact you at work
	Email:
National Insurance Number:	Do you require a work permit? Yes/no
Do you hold a full current and clean driving license yes/no	Do you have use of a car for work purposes yes/no
(For employment in the UK) If you do not have a National Insurance number and are called for interview, you will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996	

References

Please give the name and address of two referees. One should be your most recent employer and the other your church leader.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
May we contact this referee prior to your offer yes/no prior to your interview yes/no	May we contact this referee prior to your offer yes/no prior to your interview yes/no

Relevant secondary and further education including additional qualifications and training

Qualification, course or awards	Place of Study	Dates

Other relevant skills and experience

Safer Recruitment

Stockton Parish Church follows the Church of England’s Safer Recruitment Guidelines and therefore you will be required to complete a confidential declaration as part of the application process. Depending on the role applied for we may need to seek a DBS check.

How much notice must you give your present employer?

Personal Statement [1000 words / 1 side A4]

What do you feel makes you particularly suitable for this post? Please make use of this space to show how you meet each of the criteria in the person specification. Please relate your statement to the person specification and give clear examples from your own experience. Continue on a separate sheet if necessary.

Declaration:

I confirm that the details contained in this application are, to the best of my knowledge, correct and that this application form has been completed by myself. I understand that to provide deliberately false information could result in my dismissal.

I understand that any offer of employment will be subject to receipt of two references that are satisfactory to Stockton Parish Church. I also agree that my records may be maintained on a computerised database that is subject to the Data Protection Act (2018).

Signature: _____

Date: _____

**Please complete ALL SECTIONS this application form in black ink or type and return it to,
Rev Mark Miller, Stockton Parish Church, High Street, Stockton on Tees, TS18 1SP**

Or by email to mark@stocktonparishchurch.org.uk

If you use a continuation sheet please write your name and the job title on each page.

Confidential Declaration Form

Name: _____



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The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

*If you answer **yes** to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both *spent*² and *unspent* convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES / NO

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct?
YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you⁴? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm?
YES / NO
7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules²⁴; or is that person at present the subject of a criminal investigation/pending prosecution?
YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates.
Please give any further details, such as the reasons or circumstances, which led to the offence(s)

Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include the majority of clergy, (for instance, those resident in a vicarage etc.)

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed.....

Full Name

Date of Birth

Address

.....

Date

Please return this completed form to: *Rev Mark Miller, Stockton Parish Church, High Street, Stockton on Tees, TS18 1SP*

Continuation Sheet

Please use this sheet if you need to expand on your answers to the above questions.