

JOB DESCRIPTION

Job Title	Operations and Development Manager
Salary	£25k - £30k (depending on skills and experience)
Hours	35 hours per week, including some weekend or evening work (*)
Duration	Two year fixed-term contract (*)
Location:	Central Oxford (*)
Line Manager	The Minister

(* see also "Terms of employment" below)

1 Context

Strategically set in the heart of Oxford and facing the Westgate shopping and leisure area, New Road Baptist Church strives to build community, promote peace and advance social justice, based on the imperatives of the Christian gospel. Our vision as we come out of 18 months of lockdown is to be a place of dynamic connection, a way station where pilgrims of all sorts – whether longstanding residents or people passing through - can connect with each other and with God.

Like others, the church has been profoundly affected by the global pandemic. We have seen a weakening in many forms of congregation, fewer groups using our premises and increasing pressures falling on a few volunteers. At the same time, we see many opportunities. Among these, we are keen to join in work across the city to 'revive, restore and improve.' Our newly established 'Just Oxford' initiative, a partnership project focusing on long-term solutions to chronic homelessness in Oxford, is one way we seek to do this.

To help us fulfil our vision and rise to the challenges described we are looking to appoint a full time Operations and Development Manager to help us build new ways of serving Oxford and the wider world.

2. Role summary

This role will focus on three key aspects of the church's life:

Premises management

Cultivating imaginative ways to develop further a social justice hub at the heart of the city involving congregation, current and new tenants and partner organisations. Overseeing the management and day to day running of the site, whose generous provision of rooms is suited to both short and long-term letting.

Event management

Working with church members and project partners to develop and implement the church's social justice initiative 'Just Oxford' and supporting the minister in planning and facilitating other church events.

Governance

Ensuring effective governance: enabling our charity trustees to fulfil their legal and regulatory obligations in a way that recognises their other commitments as voluntary post holders; and

supporting the minister and officers in implementing strategic decisions made by the deacons and church meeting.

This new role will particularly appeal for someone looking to express their Christian commitment in a practical and innovative role^(*). It will address the challenges of a city church coming out of Covid constraints, with premises little used during the pandemic. It will be a collaborative part of a process of recovery, development and expansion.

This is a developmental and facilitating role, combining a strong hands-on element with an emphasis on finding new and smarter ways of doing things and enabling others.

(* Note, Christian faith is not however an essential requirement for this post; please see the Person Specification)

3 Areas of responsibility

Premises management

Our suite of buildings in the city centre has been used by many organisations and individuals and is an asset that deserves managing to a high standard for the benefit of the community we serve. The Operations and Development Manager will be responsible for:

- taking the lead in implementing our vision for the future use of our premises, in particular their further development as a social justice hub
- ensuring that they continue to fulfil this purpose, in particular by working with volunteers and tenants/partner organisations (these currently include the [Art Café](#), which makes use of our forecourt on Bonn Square, and the [Mint House](#), which operates a centre for restorative justice and practice)
- Marketing the premises in accordance with our [Room Bookings Policy](#) – building relationships with existing and potential new users of the premises and administering room bookings, including ensuring our Terms and Conditions are complied with, invoices are raised and paid, and all rental income is recorded
- Ensuring that we provide a safe and healthy environment for all using the premises, including arranging for regular safety checks (fire alarms, electrical and mechanical equipment, and all other fittings and equipment provided by the church) and planned maintenance, liaising with contractors and building users over access and arranging approval of quotes and invoices
- In conjunction with our Finance and Fabric Committee, developing and managing a programme of refurbishment to ensure the premises are attractive and appropriately equipped.

Event management

In addition to the regular use of the building by church groups and outside organisations, the church hosts important events in the course of its community life, such as weddings and funerals. The Just Oxford project is working towards the facilitation of large events that will feature restorative conversations around the issue of housing injustice. We also host exhibitions, concerts, debates and lectures, making use of our beautiful chapel space, as well as events that share the mission of the church on Bonn Square. The Operations and Development Manager will help facilitate these events by:

- Working with the Just Oxford group on the planning and facilitation of its programme, giving administrative and communications support, and helping build relationships in strategic networks in the city centre

- Ensuring good communication regarding upcoming events, so that they are advertised in suitable forums (via church mailing lists, social media platforms and local networks), volunteers are recruited as necessary to assist event facilitation, and liaising with regular property users if they will be affected in any way
- Supporting the minister and volunteers with the planning and facilitation of special events.

Governance

As a registered charity with a large suite of buildings New Road has a number of areas that require good governance, to ensure the smooth running of the church, its future viability, and the wellbeing of church members and premises users. The minister, elected officers and deacons are ultimately responsible for good governance as charity trustees. Apart from the minister, all our trustees are volunteers. This role will support the minister, officers and deacons to carry out their governance responsibilities, and will include:

- ensuring risks are regularly assessed and managed
- developing and updating policies and procedures in areas including health and safety, data protection etc and supporting their implementation, ensuring compliance with the law and regulations and with the church's constitution
- assisting the Safeguarding Trustee and Designated Person for Safeguarding in reviewing the church's safeguarding policy and procedures annually and ensuring all necessary DBS checks are obtained on a timely basis
- assisting with meetings administration, acting as an enabler for/ supporting the effective functioning of groups including church communications team and finance and fabric committee
- assisting with completion of annual returns, including supporting the treasurer and secretary in completion of the annual trustees' report.

We plan to establish a supervision and support group involving people from each of these three areas, to ensure good communications and connection between and across these spheres

4 Terms of employment

- This is a new post with funding for two years, during which time we expect the role to evolve as the church's activities and usage of the premises develop following the pandemic. Extension beyond two years would depend on evaluation of future requirements.
- Salary - £25k-£30k, depending on skills and experience
- Pension – 5% employer's contribution to an approved scheme of the post-holder's choice
- Hours of work - 35 hours per week, typically Monday to Friday from 9am to 5pm with one hour for lunch (though consideration will be given to applicants' requests for different 'core hours'). Due to the nature of this post some flexibility in working hours will be required from time to time, including some evening and weekend work, to support events or meetings. Payment for overtime is not given but the staff member will be entitled to time off in lieu by arrangement.
- Holidays - 25 days per annum plus all statutory holidays
- Location – the role will be based principally at the church premises in central Oxford, with some incidental travel as required.
- Appropriate training and development will be provided.

- Consideration will be given to applicants proposing part-time or job-sharing arrangements, subject to the church’s overall objectives and requirements being met.

5 Person Specification

Requirement	Essential/ desirable	How assessed?
Education/Qualifications <ul style="list-style-type: none"> • Education to A level standard or equivalent • Relevant professional qualification 	Essential Desirable	Application form/certificate(s) Application form/certificate(s)
Knowledge and Experience <ul style="list-style-type: none"> • Experience of operational / business management in a church or charity context • Experience of developing systems, policies and procedures and enabling compliance • Experience of enabling volunteers • Track record of project management, with proven ability to get things done. • Marketing know-how 	Essential Essential Essential Essential Desirable	Application form & interview Application form & interview Application form & interview Application form & interview Application form & interview
Skills and competencies <ul style="list-style-type: none"> • Strong people/relationship building skills • Strong communication skills – spoken and written • Strong organisational and administrative skills • Good IT skills, including use of office systems and social media • Good standard of numeracy • Adept at creative problem solving 	Essential Essential Essential Essential Essential Essential	Application form & interview Application form & interview Application form & interview Application form & interview Application form & interview Application form & interview
Personal qualities <ul style="list-style-type: none"> • In sympathy with the Christian faith • Supportive of New Road aims and ethos: able at all times to be a positive representative of New Road Baptist Church • Committed to equality, diversity and inclusion • Able to work flexibly and manage multiple priorities • A self-starter while also being a strong team player • Entrepreneurial and energetic 	Essential Essential Essential Essential Essential Essential	Application form & interview Application form & interview Application form & interview Application form & interview Application form & interview Application form & interview

Safer Recruitment

New Road Baptist Church is **committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.** During recruitment processes we assess the suitability of all prospective employees or volunteers in line with this commitment. A DBS check will be required for the successful candidate.

Information for candidates

- Application submission: Applications must be submitted using the form available via the New Road Baptist Church [web site](#)
- Closing date: Applications must be received by midnight on Friday 18 February 2022 at the following e-mail address : jon.keyworth@bonnsquare.uk
- Interviews: Initial interviews are planned to take place via Zoom on 2-3 March 2022
Face to face interviews of short-listed candidates will take place at the church premises on 9-10 March 2022
- Further information: Please consult the church web site => <https://www.newroad.org.uk/> in the first instance.
Additional questions may be directed to the Minister at the e-mail address above