



Director of Operations & Development for the Leeds City Parish

(Two years fixed term contract)

Thank you for your interest in the Post of Director of Operations & Development for the Leeds City Parish.

The position offers an exciting opportunity to join the Parish as it continues a wholesale review and realignment of its operations in order to achieve stability, to meet current legislation and professional standards and good practice and to develop effective governance. At the same time the PCC is looking to the future, considering how the parish and the resources we steward might better serve the City, Episcopal Area and Diocese of which we are a part. It is clear that significant change and development is needed in terms of the prevailing culture, as well as in our administration and the care and use of our buildings. There is much work to do and we are searching for a person of vision with an eye for detail; a person who is both flexible and resilient; a person who is ambitious and pragmatic; someone who is able to set direction and who can also enable positive change and deliver effective results.

This is a new post and is offered on a two year fixed term contract. While it is hoped that funding will be secured to enable the post to be extended beyond this time period, this cannot be guaranteed. The start date is flexible to suit the needs of both the parish and the successful applicant, though it is hoped that a person will be in post by early summer 2017. The post is full time but the nature of the post lends itself to flexible working – both at home and in the parish.

Please find below an introduction to the parish with a job description and person specification. Further information about the Minster can be found at www.leedsminster.org.

An email copy of the completed application form must arrive by noon on Friday 10th February 2017. Short-listing will take place in the days that follow and we will be in touch with the result to all applicants via email by noon on Wednesday 15th February.

The interviews will be held at the Minster on Tuesday 28th February. No interview can be stress-free, but we aim to run a programme which enables an effective discernment process on both sides and which is as positive, interesting and objective as possible.

References will only be taken up for the successful applicant after an offer has been made, and the offer will be made subject to references. Please ensure that potential referees can reply promptly to a request for a reference on or after 28th February.

If you have any questions about the post, please do not hesitate to contact myself direct via email.

Thank you again for your interest.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sam Corley'.

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Introduction to the Parish

The Parochial Church Council (PCC) of the Parish of Leeds City is looking for a senior colleague to assist the Rector Designate and Church Wardens in managing the day-to-day life of the parish and in developing and delivering plans for the future. In the last 15 months the PCC has begun to work towards a more secure and stable future. This has been a period in which we have improved our financial security and tackled a number of urgent issues. Much work remains to be done as we seek to build God's kingdom in the vibrant and diverse City of Leeds.

The mission and ministry of the Parish is focussed on two land mark buildings – Leeds Minster, Kirkgate and Holy Trinity, Boar Lane. Both have a fascinating history and a glorious past. But both buildings now require not just repair but significant development to enhance their use for worship and to broaden the possibilities for community use. Pressure on resources is tight and clear plans and strategy for the future need to be determined as a matter of priority. The bedrock of our parish finances remains the invaluable regular giving of members of our congregation. A major part of the role of the Director of Operations and Development will be focussed on improving the financial health of the parish and on redeveloping the two church buildings through grant funded works to the fabric.

Key day-to-day administrative work is undertaken by volunteers effectively and a finance officer is employed for a day a week to oversee book keeping and financial reporting. However, significant gaps remain in terms of the effective administration of safeguarding, financial management, health and safety, insurance, staff/HR management and the oversight of volunteers. The Director of Operations and Development will need to develop effective policies and procedures in each of these areas.

In addition to the Rector Designate (whose stipend is paid for by the Diocese of Leeds and whose expenses are met by a separate charitable trust) the following people are employed in the parish:

- Director of Music (part-time on a two-year fixed term contract that began in November 2016. This post funded by the Friends of the Music of Leeds Minster, a charitable trust separate to the PCC);
- Sub Organist (part-time on a permanent contract that includes the provision of off-site accommodation. This post is also funded by the Friends of the Music of Leeds Minster);
- Verger (full time (35 hrs per week), permanent contract that includes the provision of on-site accommodation);
- Education Officer (part-time on a permanent contract. This post is grant funded, with sufficient funds for the post to continue until at least July 2017).
- Finance Officer (part-time (one day a week) on a permanent contract).
- Cleaner (part-time (3 hours a week) on a permanent contract).

The Director of Operations & Development will be expected to line manage some staff and have oversight of all HR policies and procedures.

Over the past 18 months two buildings owned by the parish and situated behind the Minster have been developed to create a number of flats, commercial office space, the possibility of a new parish office and refurbished accommodation for the Head Verger. The increasingly dilapidated state of both buildings had become an increasing liability and embarrassment in recent years. Work progressed slowly, but to a good standard and is almost complete. Negotiating the handing back of the buildings, with accompanying long-leases, to the parish, will be a major task in the first half of 2017.

In addition to the Minster and Holy Trinity, the Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust. St. John's is in the care of the Churches Conservation Trust, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council, as is the Minster Churchyard.

For many years, in various guises, the Café at Leeds Minster has been a key element in our offering of hospitality to visitors to the Minster. Despite the hard work and dedication of a small team of volunteers, this had become impossible to sustain and a decision was taken in February 2016 to cease opening the café on a day-to-day basis. Offering a first class welcome to all who visit both churches remains a priority and will be a focus for further development as we move forwards.

In addition to all of the above, a significant challenge for the Minster Church of St Peter-at-Leeds is how it can connect and engage with the dynamic and vibrant City it seeks to serve. Too often its weaknesses and fragility means it has been irrelevant to, or at odds with, a City that is confident about its future and eager to become European City of Culture in 2023 and 'Best City' by 2030. Working with other churches in the City, the Episcopal Area and wider

Diocese, the parish is exploring how it might respond to this uncomfortable reality with a renewed confidence in the good news of Jesus Christ, a determination to achieve sound governance and effective administration and an openness to embrace change in renewing its mission and ministry. We hope you will come and join us in this exciting task.

Job Description: Director of Operations & Development

Overall Responsibility

To manage the day-to-day operations of the parish and to co-ordinate the redevelopment of both church buildings.

Key tasks:

1. Executive

- a) Run the day-to-day operations of the parish according to the values, standards and budgets agreed by the PCC in a manner that builds and sustains a collaborative and positive culture while ensuring that all our systems and procedures comply with current legislation and good practice.
- b) Keep in review the PCC's relationship with all lay staff and volunteer teams, advising the Council on their duties as an employer, and to lead, manage, motivate and empower the lay staff and volunteers who work in the parish.
- c) Ensure effective management, use and future development of all the parish's assets and investments.
- d) Establish and take a leading role in delivering programmes for fabric projects including fostering positive and creative relationships with external individuals and organisations.
- e) Assist with sustaining the Rector's relationship with key partners across the City, Episcopal Area and Diocese through a range of formal and informal connections and responsibilities.

2. Financial Role

- a) Prepare a budget for the PCC in line with agreed assumptions.
- b) Prepare income forecasts.
- c) Monitor cash flow and maintain financial control, ensuring that accurate and appropriate reports go to the PCC.
- d) Populate annual, monthly and cumulative accounts and compare performance.
- e) Exercise oversight of invoicing and cross charging.
- f) Sustain annual review of salaries and prompt payment of salaries and expenses.

3. Administrative

- a) Ensure that all administrative and financial records are maintained and submitted and that all systems comply with current legislation and good practice.
- b) Ensure all Health and Safety, Safeguarding, Insurance, HR (PDR and Contracts) and Data Protection complies with current legislation and good practice.
- c) Attend meetings of the PCC and other appropriate meetings as required, and ensure that minutes are taken and filed appropriately.
- d) Ensure open, collaborative and transparent ways of working throughout the administration, with good communication and engagement at all levels.
- e) Keep in review working methods, office accommodation, support and security support to ensure that arrangements are fit for purpose.
- f) In consultation with the Rector Designate, keep the proper governance of the parish always in review.

4 Development of Buildings

- a) Working closely with the Rector, foster and sustain professional and fruitful relationships with key individuals (architects, DAC etc) and organisations (HLF, grant making bodies).
- b) Beginning with Holy Trinity, facilitate the design process for the redevelopment of both church buildings.
- c) Submission of all necessary faculty and planning permission applications, including consultation with relevant amenity societies.
- d) Oversee the design and submission of all grant applications.
- e) Project manage the tendering process and all subsequent works to the fabric.

5 External

- a) To oversee the parish's public relations and media activities and act as a spokesperson as appropriate.
- b) To contribute to and ensure the success of the parish's fundraising efforts.
- c) To ensure effective engagement and good communication with the congregation, staff, volunteers and other stakeholders.
- d) Take on a tactical role in times of crisis.

6 Generic Responsibilities for all staff

- a) As a member of staff, sharing in offering administrative support and general assistance during busy periods in the life of the Minster.
- b) To welcome visitors and/or receive incoming enquiries and telephone calls - dealing promptly and courteously with enquiries and ensuring high quality service at all times
- c) To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
- d) To undertake as requested other duties as may reasonably be expected

7 General Notes

This is a description of the job as it is constituted at the effective date shown. The culture of the Parish is that, in a small team, everyone is expected occasionally to lend a hand with very basic chores.

It is the practice of the PCC to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the PCC reserves the right to make changes to your job description, following consultation.

Person specification – qualities, skills and experience

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	<p>Training in operational management</p> <p>Training in financial management</p>	<p>CIMA or some similar financial qualification</p> <p>Prince 2</p> <p>A degree or equivalent</p>
Experience	<p>A track record of strategic leadership and successful delivery</p> <p>Working at board level or working closely with boards</p> <p>Managing change and project management</p> <p>Managing financial systems, including setting and delivering a budget</p> <p>Leading and submitting successful grant funding applications</p>	<p>Knowledge of the structures and life of the Church of England</p> <p>Previous experience of PR and engagement with the media</p>
Knowledge, skills and abilities	<p>Ability to work comfortably in a faith based organisation and be sympathetic to, and supportive of, Christian values.</p> <p>A commitment to the mission and ministry of the parish</p> <p>Knowledge of the relevant IT and communications skills</p> <p>Knowledge of essential management skills and processes such as health and safety legislation and employment law</p> <p>Strong analytical powers with matching judgement</p> <p>Ability to manage people and projects in a collaborative context</p> <p>Exceptional people skills and personal impact – with an ability to engage with and influence a variety of different people</p> <p>Strong oral and written communications skills and an ability to express complex ideas simply</p> <p>Understanding of good business practice</p>	<p>Experience of capital projects</p>
Personal Qualities	<p>Honesty, integrity and strong values.</p> <p>Sensitivity, diplomacy, tolerance and discretion</p> <p>Flexibility and resilience</p>	

Terms and Conditions

Contract: Full time on a fixed term contract of two years.

Salary: £42,500 per annum.

Annual leave: 25 working days paid holiday per year to be taken at times to be agreed with the Rector, plus all usual Bank and Public Holidays.

Hours: Normal office hours are weekdays 9.00 am – 5.00pm, but because the Director of Operations & Development is a senior member of staff in a parish with churches open almost every day of the year and in which important events often take place later in the evening, the post holder may occasionally be required to be flexible in the normal starting and finishing times to meet operational needs. Occasionally the post holder may be required to work such additional hours, without additional pay, as may be necessary for the proper performance of duties.

Place of Work: Office space will be provided in the parish in one of the church buildings.

Pension: The parish will contribute an amount equal to 5% of salary towards a Pension Scheme chosen in consultation with the successful applicant.

Probation: The first six months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one month. Thereafter notice is two months on either side.

DBS: An offer of employment is made subject to a satisfactory DBS check.

Equal opportunities: The Parish of Leeds City is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment. No job applicant or employee should receive less favourable treatment because of their gender, marital or civil partnership status, sexual orientation, colour, race, ethnic origin, religion, disability or age; nor be disadvantaged by any other conditions or requirements which are irrelevant. The parish's work environment should be free of harassment and bullying, and everyone should be treated with dignity and respect.