



Post of Parish General Manager & Secretary to the Parochial Church Council

OVERVIEW

The Parish General Manager at St Mary's is a position that will appeal to managers who hold demonstrable career experience. It is a broad, rewarding and impactful role that requires effective leadership, estate and facilities management and excellent relationship management, especially of volunteers.

This is a new role which will offer the opportunity to shape the life and operations of St Mary's alongside the day to day running of the church over the next year. Two major pieces of work are emerging: we have a long-standing goal to complete the refurbishment of the river moorings at the church, which is likely to be taking place in 2022/23 and will require good project management skills; we have also discerned an opportunity to develop the use of church and churchyard for commercial purposes to support Church revenue. Alongside this are the duties that go with a busy church office, which is now operated out of the church vestry, which involve dealing with members of the public and often balancing the competing demands of the role.

The position is a **full-time fixed term contract of 21** months with the opportunity to convert to permanent as we establish if the business development side is viable. The remuneration for this role will be dependent upon experience, up to a maximum of about **£40,000pa**. The post will include 6 weeks' holiday allowance (plus Bank Holidays), with the expectation that part of this will be taken during the regular annual closure of the Office between Christmas Day and early January.

KEY DUTIES AND RESPONSIBILITIES

- Business Development and Leadership
- Estate and Facilities Management
- Stakeholder & Relationship Management
- Financial Management and Administration

Business Development and Leadership

- Operating an efficient Parish Office and undertake such tasks that enable the Vicar to focus on his priestly and church leadership calling;
- Developing and executing a business development strategy to secure new sources of revenue for the church as a venue (indoor and outdoor) and which are sympathetic to the overall mission of the church;
- Managing the likely major works programme of a new modern river moorings complex;

- Acting as liaison between the different working groups of the church ensuring alignment of focus in line with St Mary's vision and Mission Action Plan;
- Problem-solving around issues in day-to-day church life;
- Serving as Secretary & Electoral Roll Officer to the Parochial Church Council (some evening working required);
- Establishing new processes to facilitate and improve the smooth running of the church.

Estate and Facilities Management

- Acting as Fabric Officer for the PCC, managing minor works and liaising with its Fabric Working Group in the planning and delivering major projects or repairs;
- Acting as primary liaison person between St Mary's and barge owners and residents, Thomas's Kindergarten, Regenerate/The FeelGood Bakery and other commercial and charitable bodies using the church and churchyard;
- Liaising with the London Borough of Wandsworth regarding issues relating to the maintenance and upkeep of the churchyard;
- Managing contracts, ensuring expiring contracts are competitively tendered and new/rollover engagements are appropriately specified and executed;
- Ensuring adequate security arrangements are maintained in respect of access to the building, parking and the goods and ornaments of the Church;
- Acting as Health & Safety Officer, ensuring responses to the PCC's Health & Safety Plan is appropriately delivered;
- Escalating complex issues to key personnel so that action can be taken.

Stakeholder and Relationship Management

- Ensuring that the vision of St Mary's Church is demonstrated through its office work and through interaction with key staff or Volunteers. To recruit, train and oversee volunteers to assist with administrative tasks and review staff contracts (in collaboration with the Churchwardens);
- Being the first point of contact for general enquiries, visitors and hirers;
- Dealing capably and sensitively with pastoral enquiries, including baptisms, weddings and funerals;
- Coordinating, in conjunction with the clergy, the administration of funerals, baptisms and weddings, and other occasional pastoral services;
- Perform such other duties that arise from time to time, as are reasonably associated with the job role.

Administration

- Undertaking general administrative duties connected with Sunday worship, occasional offices and special events;
- Supervising and recruiting volunteers to assist in the more everyday administrative tasks;
- Designing and producing St Mary's weekly e-newsletter, issued via mailing software to subscribers;
- Updating, refreshing and uploading material to St Mary's website, liaising with key partners regarding issues of maintenance and hosting;
- To act as Data Compliance Officer for the PCC under GDPR;

- Perform such other duties that arise from time to time, as are reasonably associated with the job role.

Financial Management and Administration

St Mary's has recently outsourced its financial administration to an accountancy firm. As such it is crucial that this role operates smoothly with them. As this is a new arrangement a key part of the role will be to work with the Treasurer (a volunteer) in the first year, ensure a review and documentation of all payments, receipts, reporting and reconciliation processes and recommend any changes. It is not expected that there will be major financial administration work, although this will depend on the emerging working relationship between the Church and the appointed accountancy firm.

However, the following will be part of the duties of the role:

1. Ensuring all invoices are correctly coded and provided to the accountants, to send out all invoices and to chase overdue amounts
2. Ensuring that all bills are paid and to supervise and manage voluntary cash counting.
3. Assisting the Treasurer in the preparation of the Annual Report & Accounts and other returns (e.g. Diocesan returns for fee income, Charity Commissioners).
4. Reviewing hire rates for PCC property and local fees relating to weddings and funerals for approval by PCC.
5. Preparing and regularly reviewing a risk register.
6. Supporting the PCC Treasurer with administrative work.

PERSON SPECIFICATION

Essential

- Experience of dealing with complex or difficult enquiries
- Experience of partnership working and contract management or experience of procuring goods or services
- Effective relationship building skills
- Excellent verbal and written communication skills with the ability to communicate with a wide range of audiences
- Excellent project management and organisation skills
- High level of competence in producing documents and reports using Microsoft Office and file plan Microsoft 365
- Competency with other software, such as Wordpress, SurveyMonkey and ability to work with a CRM system (the PCC uses iKnowChurch)
- Demonstrable ability to analyse information
- Ability to observe confidentiality and data protection
- In sympathy with the Christian faith and able to work within the vision and mission of St Mary's (see <https://www.stmarysbattersea.org.uk/about-us/our-church-our-vision/>) and the Mission Action Plan 2020-25 (linked at the bottom of the vision page above)

Preferred Requirements

- Experience of staff management/direct reports and related issues
- Experience of working within a public organisation or local council setting

- Experience of success at external outreach
- Educated to degree standard or equivalent#
- A practising Christian with knowledge of the Church of England
- Knowledge of GDPR and other Data Protection Requirements

Personal Qualities

This role requires a self-starter who can ensure the needs of a church – which is both a spiritual community and a public organisation – are met efficiently and effectively. This post holder is someone who can work effectively under pressure and deal with changing priorities. This post holder should demonstrate a problem solving approach and a drive to get things done. The successful candidate will be reliable, knowledgeable and resourceful.

PROCESS

Please complete the application form and send the Application form, CV and Cover letter to felicity@stmarysbattersea.org.uk by end of day Sunday 2 May 2021

Please note that applications will be considered on a rolling basis during this period so please do submit your application ahead of the deadline. The first round of assessment is a telephone or Zoom call.

The final round is that of panel interviews which will take place on Saturday 8th May 2021 and format (in person/virtual to be decided)

GENERAL INFORMATION ABOUT ST MARYS, BATTERSEA

www.stmarysbattersea.org.uk

We are committed to our vision: Growing Together With God.

We are a medium-sized church, with a membership of around 200 adults and 30 children. Our worship is reasonably traditional but not stuffy. Informally formal would be a good description. We have a varied menu of services centred on the celebration of Holy Communion.

Some would call us 'middle-of-the-road' – we're definitely not a party church, but we're not wishy-washy either. We are a diverse church in terms of ethnicity, social and economic background, age, sexuality, gender identity, politics and strength of faith. Whatever your background, we hope you will find a welcome.

We have a strong musical tradition and a long history of serving this neighbourhood. We have strong links with Sacred Heart Roman Catholic Church, the Katherine Low Settlement, Battersea United Charities and Thomas's Battersea.

We are a historic church. William Blake was married here; J M W Turner painted here; Benedict Arnold is buried here. Today's Grade 1 Listed Building – recently extensively refurbished for the 21st century – was completed in 1777.

Our approach

We try to be church by being:

- A community of Christ's disciples, faithful and enquiring;
- A community of love, hospitable and nurturing;
- A community of difference, inclusive and transforming.

Our mission statement, Growing Together with God, includes a firm commitment to reach out to our neighbours and networks with the good news of God's love. You can find out a little bit more about that by having a look at our Mission Action Plan

<https://www.stmarysbattersea.org.uk/mission-action-plan-2020-2025/>

DO YOU NEED A WORK PERMIT TO WORK IN THE UK?

Please state: YES or NO

ARE THERE ANY RESTRICTIONS TO YOU TAKING UP EMPLOYMENT IN THE UK?

Please state: YES or NO

Please list any absences from employment in the last 12 months due to ill health:

DO YOU CONSIDER YOURSELF TO HAVE A CONDITION OR DISABILITY, as defined by the Disability Discrimination Act, which may affect your participation in the interview process or in your performance of the job role as described?

Please state: YES or NO

If yes, please describe any special conditions or adjustments required.
Please use a separate sheet and tick this box if doing so:

OTHER WORK COMMITMENTS

If offered this position will you continue to work in any other capacity?

Please state: YES or NO

If yes, give details:

Please also detail any commitments, which may impact on your work obligations. For example, TA, jury service, pre-booked holidays etc.

REFEREES:

Offer is subject to references. We will contact you to ask permission before requesting references.

Referee 1	Last/most recent employer	Referee 2	Please state relationship of referee to applicant
Name:			
Email Address:			
Occupation/ Job Title:		Occupation/ Job Title:	
Telephone:		Telephone:	

DECLARATION**Signature of applicant:****(Sign Electronically)****Date:**

In signing I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, the employer may dismiss me from this employment.

Data Protection Act 1998 - In accordance with the Data Protection Act 1998, the MSSC will use the information given by you only to assess your application and for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. The MSSC retains information about job applicants for a maximum of 6 months. Application forms for successful candidates are retained on their personal files and the date provided will form part of the staff record for the successful candidate. By submitting an application form for employment you are consenting to the recording and use of the information that you provide.

