



# OPERATIONS DIRECTOR

## Job Profile



### **Thank-you so much for your interest in this post.**

We are a multi-generational, vibrant, Anglican Church in Poole on the South Coast. Together, we have a heart to love God, build community, and reach out to serve and make a difference in our local area and beyond. We are seeking a strategic Operations Director to join our staff, who shares our heart for mission, and will help us fulfil our vision.

You will find more information about SML on our website: [smlpoole.org.uk](http://smlpoole.org.uk). If you would value an informal conversation with me, please arrange this with Gillian, my PA (details on last page).

We look forward to hearing from you.

With every blessing,

*Andy*



Andy Perry  
Vicar

As a member of the Senior Leadership team, you will play a key role in the strategic development of SML by assisting the Vicar in the strategic vision, leadership & reach of SML, turning 'vision into action' by providing cohesion for our activities, ministries and mission.

---



SML Church Centre

## **Support, Accountability, Working Hours & Pay**

**Line Manager:** Vicar of St Mary's Longfleet

**Work-base:** Church Centre, Longfleet Rd, Poole

**Hours:** 40 hours per week

**Annual Leave:** 30 days

**Salary:** £33,750-£36,250

# Main Responsibilities

## Operations and Facilities Team

- Optimise the support for ministry areas from the operations and facilities teams
- Line-manage the Operations Team, ensuring both effective deployment of resources and balanced workloads
- Develop, train & coordinate the Operations Team
- Nurture the positive, dynamic and mutually supportive ethos across the Operations Team

## Resources

- Ensure physical facilities are best utilised to underpin the vision and ministry of SML with specific reference to supporting ministry areas
- Oversee our facilities, including buildings, equipment, and IT
- Lead the annual budget process for ministry & operations, and provide ongoing oversight

## Collaborative Working

- Work alongside our Volunteer Co-ordinator to grow, equip and support volunteer teams
- Be a member of the Senior Staff Team, Safeguarding Team, Health & Safety Team, and Finance Team and in attendance at the PCC as required
- Work collaboratively with our Church Wardens and other key volunteer leaders

## Policy and Procedure

- Lead on reviewing, updating, and monitoring SML Policies
- Implement SML Safeguarding Policy & Procedures
- Lead on HR processes including: recruitment, job descriptions, contracts, appraisals, annual leave, payroll and pensions
- Lead on the Health and Safety requirements for SML
- Ensure compliance with GDPR and data protection

In addition, you may have other responsibilities as they arise:

- Undertaking reviews and projects for SML as required
- Representing SML both internally and externally as appropriate to role
- Undertaking any other relevant duties as directed by the Vicar

## Person Specification

This role requires experience of developing and leading strategic operations. You will have a strong track record of inspiring leadership and delivery. Ideally you will have previous experience of leadership or management in a church ministry or the charity sector. You will have a high level of emotional intelligence, the ability to influence others, a missional mindset, executive experience, and a servant heart

## Skills & Experiences

Excellent leadership & team management experience and an ability to develop and empower leaders, including volunteers



Experience of strategic development and planning together with facilities management



Strong interpersonal and communication skills, with ability to interact effectively with both volunteers and staff at all levels



Self-motivated, strategic thinker



Knowledge of charitable and church legislation, an understanding of policies and procedures and experience of good governance practices



Evidence of effectiveness in budget and financial management



Project management skills



Demonstrable ability to manage change and engage staff through this process



Experience or knowledge of safeguarding procedures and Health & Safety policy



High attention to detail and confidentiality



Competent IT skills, with an understanding of how IT systems can best support effective working practices



## Expectations

- Be committed to working as part of a team within the church staff
- Promote the work of SML positively within the wider community
- Be motivated to achieve the requirements and demands of this role
- Evening and weekend work as required

It is a Genuine Occupational Requirement (GOR) for the person in this role to be a strong, mature and committed Christian, dedicated to building God's Kingdom. They will be expected to have a strong personal faith & to be a regular and committed member of SML, active in Sunday worship & midweek activities. We would only appoint someone who is in full agreement with our Mission and Vision.

## **Interview Dates:**

Sunday 14 May 2023

Monday 15 May 2023

(shortlisted candidates will need to attend both days)

## **To apply:**

Please send a CV and covering letter by email or by post to the Vicar's PA, Gillian Rutherford

[gillian.rutherford@smlpoole.org.uk](mailto:gillian.rutherford@smlpoole.org.uk)

**SML Church Office  
Longfleet Road, Poole, Dorset,  
BH15 2JD**

## **Closing date:**

**Midnight on 1 May 2023**

Telephone Enquiries:

Tel: 01202 253527

*Sml*

St. Mary's Longfleet Poole



 **THE CHURCH  
OF ENGLAND**  
DIOCESE OF SALISBURY