


ST NICS
CHURCH
DURHAM


HEAD OF OPERATIONS


ST NICS CHURCH,
DURHAM

Full Time (Open to job-share
arrangements)

Salary | 31,630.56pa

 0191 3841180

 Market Place, Durham, DH13NJ

 stnics.org.uk

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For a conversation about the role, please contact office@stnics.org.uk



To apply, please email office@stnics.org.uk and ask for an application pack

1. Why this role?

The purpose of this role is to help us better work towards our vision to see many people encounter Jesus, learn from him, and work with him, here in Durham and across the nation and world.

We are looking for some who loves people, and the planning and systems that allow others to flourish in their ministry and service.

St Nics is a large church, with over 320 people regularly attending on a Sunday. We have multiple congregations (3 each week) which include over 100 children and young people under 16. We are also a city-centre church, playing an important and visible role in the life of Durham. St Nics has a growing staff team, with seven members of employed staff, who oversee a large team of volunteers across our Sunday and weekly program. In these ways, St Nics is an increasingly *complex* organisation, requiring strong systems and processes.

This role will enable St Nics to transition well to a smooth operating model that takes account of the complexities of delivery and the need to serve its people and community well. We believe that if our vision and strategy is to be effective, then it must be embedded in the church culture and operations.

We are looking to appoint an individual who can lead our operational delivery, enabling St Nics to be a bigger church which has significant kingdom impact in the city and beyond, in a way that is sustainable, and healthy. We are looking for someone who will develop and embed strategies and procedures that will give life and shape to delivering the vision.

The post-holder will be a member of the leadership team, which has responsibility under the incumbent and PCC for the spiritual life and vision of the church. This role will ensure joined up thinking and acting between vision and operations. As with all our staff roles, the focus is on empowering, enabling, and equipping the whole church to serve as ministers.

Incumbent and PCC therefore believe that we need someone who can:

Develop and implement sustainable systems, processes, and resource teams to deliver the efficient, compliant and welcoming operation of the Church.

This is a key role serving and enabling St Nics in its mission and vision:

1. Initiating and maintaining support systems and strategies to help St Nics function sustainably as a bigger church, releasing the ministry team to focus on worship, discipleship, and community engagement.
2. Empowering and enabling the congregation in their serving, capturing the significant potential of people resource across the church.

The successful applicant will thrive on organisation, enjoy working with people, and value being part of a mission focused staff team and church community.

2. Responsibilities:

The postholder will be a member of the leadership team, responsible for both day-to-day operations of St Nic's, as well as forward planning. This includes establishing realistic and resilient systems and processes that ensure the smooth delivery of all church activity and services.

Working with a 20-hour p/w Operations Assistant the postholder will be - through enabling, empowering, and equipping others - responsible for each of the key tasks set out below.

Vision, strategy and ministry

- Sit on Standing Committee and any future leadership body the church may develop.
- Anticipate future needs, and develop operational capacity accordingly.
- Coordinate the church calendar, chairing planning meetings, and ensuring that church activity aligns with vision and strategy.
- Lead and oversee the day-to-day running of church operations.
- Be a key member of our excellent staff team, including attending weekly staff meeting, and various planning meetings through the week.
- Lead operational aspects of key events such as Alpha, Christmas and Easter services and events, and other missional activities.
- Drive continuous improvement across all areas of church life.

People and Team

- Coordinate congregants' service, including recruitment of volunteers and volunteer experience, management of team leaders, and training.
- Oversee staff HR to ensure we are a model employer with a strong focus on welfare and wellbeing.
- Line manage Operations Assistant and Cleaner, and oversee volunteer leads (buildings team, welcome team, city doors team)
- Deliver effective co-ordination ensuring that all activities and effort is aligned with the direction of our vision including encouraging, enabling and empowering volunteers. This includes occasional offices (baptisms, weddings, funerals).

Buildings

- Oversight of management and maintenance of church buildings, including our city-centre site, and youth centre. This includes having responsibility for all compliance related to use and hiring, and supporting the net-zero team in finding ways to make our building spaces more energy efficient
- Work with ministry leads to ensure that each space is ready for activities, events, and services.
- Develop a strategy for the long-term sustainability of our building space, including how we make the most of our buildings as a potential means for the financial sustainability of St Nics' mission and ministry.

Finance

- Working with the incumbent and treasurer, be accountable for the church's budget and hold oversight the church's finances, including future planning.
 - Ensure compliance with financial policies
 - Be accountable for the budget and hold other budget holders to account
 - Deliver value for money through careful selection of suppliers
 - Maximise income through looking for grants, managing income streams (building hiring opportunities) and supporting the Church's generosity message.

Initial Engagement & Communications

- Develop and oversee a communications strategy for the church

- Oversee the welcome team and develop a welcome and engagement strategy.

3 | Person Specification

3.1 | Essentials

Personal Qualities

- Passionate about Jesus, pursuing his presence through both corporate and individual worship. Able to give an account of their own sustaining disciplines of prayer and areas for growth in discipleship.
- Is good with people: can lead confidently in both individual and group settings, and is able to encourage, support, and delegate effectively to others.
- Is self-motivated and able to manage their workload independently while maintaining high professional standards. Has strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Builds positive working relationships, communicates well with a range of different people, and remains calm and constructive under pressure.
- Approaches challenges with initiative, flexibility, and a problem-solving mindset.
- Is willing to work and flourish within an evangelical theological context and is accepting of orthodox beliefs in matters of faith and conduct.

Operations

- Project-management: experience of medium and long-term strategy planning and delivery.
- Ability to come up with short, medium and long term solutions to operational challenges, and develop new sustainable systems and processes.
- Ability to work with volunteers as well as paid staff. Ability to motivate team, set vision and lead on culture change.
- Excellent oral and written communication skills and experience of using ICT in planning and project management. English and Maths GCSE (or equivalent).
- Familiar with the legal requirements for a medium-sized organisation, with ability to deliver on compliance.
- Experience of HR, recruitment and training.

- Experience of managing budgets and financial planning. Ability to read a budget sheet and simplify complex financial data.

Desirables

- Experience of people and project management in a non-church context, with the ability to translate this to a church.
- Experience of serving or working within a bigger church.
- Experience of church planting or revitalisation.
- Experience of event management or similar.
- Experience of running Alpha (or similar explore) courses.

Key Information

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. Start date: as soon as possible.
3. The role is permanent and has a mutually reviewable probationary period of six months.
4. The role is 37 hours per week, excluding breaks, working over five days, including some evenings and some Sundays.
5. You will be responsible for the co-ordination and operational delivery of all key services such as Advent, Christmas, and Easter.
6. The expectation will be that the postholder will be an active and committed participant in the worshipping life of the church, or willing to become so.
7. The notice period is three months.
8. The role reports to the Incumbent and is appraised annually.
9. The appointment will be subject to you, if successful, obtaining an advanced DBS certificate through the Church of England. The candidate will be committed to working according to St Nics and Diocesan safeguarding procedures, ensuring the highest level of care and appropriate behaviour, especially with children and vulnerable adults.

Please note that we can only accept applications at this time from people who have a right to live and work in the UK.

Benefits

1. The salary for this role is 31,630.56
2. Above average employer pension contributions.
3. You will be entitled to five weeks' holiday per year to be taken at a time of your choosing, plus designated public holidays, and in agreement with the incumbent.
4. You are entitled to prayer and study days, one every other month.

Working Culture

The postholder will work as part of a staff team (currently 8 paid members of team, and interns) and will hold a permanent desk within a shared office in the city-centre church building. We enjoy working as part of a team, and gathering together for weekly staff meeting, and staff catchup, within which we pray for one another and share encouragements. We focus on task over place, and so there is the option for some working from home during the week.

Application and Interview notes

The closing date for this post is Monday 6th July

Interviews will take place on w/b 13th July

About St Nics

St Nics is an evangelical Church of England church in the heart of the City of Durham. We have a diverse community of 320 regular Sunday attenders across three regular services, and of all ages. Our gathered worship is generally of a contemporary liturgical form, and we are seeking to becoming more charismatic in our gathered times.

We recently launched our 10-year vision: *to see many people encounter Jesus, learn from him and work with him. In the heart of the city for Durham, and from the heart of the city for the world.* You can read about our vision and strategy [here](#).

