

# Operations Manager

In accordance with the Equality Act of 2010 it is an occupational requirement that the successful applicant is a practising Christian

# Introduction

**The Bridge Circuit is a fresh expression of Methodist Circuit. Part of the Yorkshire North & East Methodist District the circuit will come into being formally on 1st September 2023, bringing together three currently independent, non-adjacent Circuits: Pateley Bridge, Pocklington & Market Weighton and Bridlington.**

We anticipate that the Circuit will grow and develop in the coming years: embracing other Circuits, and also offering support to other Circuits which remain otherwise autonomous.

The vision for the Circuit is to release as much energy as possible for local mission and ministry in every context and place within its purview by ensuring that all governance and trusteeship responsibilities are undertaken with excellence by the Circuit.

A Modified Constitution for the circuit has been approved, which will break new ground in how circuit trusteeship is undertaken. Trusteeship will be the responsibility of far fewer people than in a familiar circuit arrangement which aligns with the intentions of the circuit to release as much energy and time as possible for local mission and ministry.

The Bridge Circuit therefore seeks to appoint a ***suitably experienced full-time operations manager***. The successful applicant will play a leading role in ensuring the success and growth of the circuit, and the fulfilment of this vision by being the directing, leading and guiding person in all operational matters with the clear and primary objective of ensuring the smooth running of all things required to facilitate faithful mission and ministry.

To succeed in post the successful applicant will need to ensure that the administration, governance, practical operations and management around finance, property, safeguarding and GDPR are fulfilled excellently. Of primary importance this will release local churches and people to flourish in their mission and ministry.

# Job Description

<b>Job Title:</b>	Operations Manager
<b>Lay Employee in:</b>	Yorkshire North & East Methodist District
<b>Employed by:</b>	The Bridge Circuit
<b>Location:</b>	Home based with extensive travel across the circuit
	To fulfil the requirements of this role there remains a need to live either in or within a reasonable commutable distance to the circuit
<b>Responsible to:</b>	The superintendent minister and the circuit trustees
<b>Key relationships:</b>	Superintendent minister Circuit ministers Circuit, church and district officers, staff, and volunteers Suppliers and contractors
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is a genuine occupational requirement that the successful applicant is a practising Christian
<b>Purpose of role:</b>	To ensure that all aspects of administration, governance, practical operations and management around finance, property, safeguarding, GDPR, etc, are fulfilled excellently throughout the circuit, thus releasing local churches and people to flourish in their mission and ministry

## Main Duties:

The role will play a leading part in ensuring the success and growth of the circuit. The successful applicant will be the directing, leading and guiding person in all operational matters with the primary and clear objective of ensuring the smooth running of all things required to facilitate faithful mission and ministry

### Property and Finance

- Develop and implement strategies to ensure that all the buildings of the circuit are well-maintained, and that there is a positive, responsive, solution-focussed approach to dealing with property concerns as they arise
- Establish lists of approved contractors and suppliers and liaise between churches and contractors and suppliers to ensure that these services work well
- Ensure that annual property surveys are carried out, and where any necessary works are identified, to see that they are carried out on time and within budget
- Ensure an open and transparent tendering process is maintained throughout
- Oversee and ensure the appropriate management of tenancies, dealing with any third-party property issues, preparation of circuit property schedules and other returns or reports required by Methodist practice
- Ensure that all necessary and appropriate accounting records are maintained for the circuit
- Liaise with local churches to ensure good processes are in place for handling local financial matters, integrating these as agreed by the circuit meeting into consolidated accounts
- Prepare budgets and financial reports for the circuit trustees, supporting local churches with these as necessary
- Oversee the centralising of purchasing wherever possible ensuring value for money

### Administration

- Take the lead in fulfilling the administrative needs of the circuit and local churches, including:
  - o maintaining all necessary records, attending to retention policies
  - o developing good communication across the circuit

### Operations and Compliance

- Liaising with district officers, oversee and ensure the effective implementation of efficient practices to ensure that the whole circuit is compliant in terms of:
  - o Health & Safety
  - o GDPR
  - o Safeguarding
  - o Human resources
  - o Charity governance
- Develop a strategic approach to the use of IT across the circuit to provide improved communications and information management

### **Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager and that are within the capabilities and level of responsibility of the post holder, and that are in line with the existing and ongoing needs of the Yorkshire North & East Methodist District.

### **Training Requirements:**

- To fulfil the requirements and development of the role there will from time to time be the need to undertake relevant and appropriate mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

### **Terms and Conditions:**

- This post is a full-time permanent post
- Working hours will be **37** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be the necessity for an irregular working pattern including some evening and weekend working
- The salary for this post is **£30,000** per annum
- Annual leave entitlement for a full-time post is **33-days** or **244.2 hours** (including public holidays), calculated pro-rata for part-time employees
- There is a contributory pension scheme to which the successful applicant will be auto enrolled. Contribution rates will be provided on request.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

### **Management:**

The successful applicant will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with and determine priorities for work
- Communicate and assess operational implications of mission developments within the circuit
- Prepare a personal development plan
- Monitor and evaluate progress and any training and development needs, offering necessary and appropriate encouragement and support
- Ensure good and consistent communication lines between all involved stakeholders
- Act as a "sounding board"

# Person Specification

**Job Title:** Operations Manager  
**Lay Employee in:** Yorkshire North & East Methodist District  
**Employed by:** The Bridge Circuit  
**Location:** Home based with extensive travel across the circuit

	Essential	Desirable	Assessment
<b>Education &amp; Training</b>			
Educated to degree level.		Yes	A, Q
Professional qualification in finance HR or management, <b>or a commitment to work towards.</b>		Yes	A, I
<b>Proven Ability</b>			
Demonstrable management or senior supervisory experience which is <b>relevant to the job description.</b>	Yes		A, I
Demonstrable management experience in a church or third sector environment.		Yes	A, I
Excellent people skills, able to demonstrate empathy amongst a diverse range of people.	Yes		I
Experience within local church trustee bodies, <b>therefore being able to recognise and assess the opportunities and challenges that such bodies typically face</b> in fulfilling their governance responsibilities.		Yes	A, I
<b>Knowledge &amp; Skills</b>			
Understanding and familiarity with the processes and requirements of the charities commission.		Yes	A, I
<b>Direct experience in</b> or a <b>strong exposure to</b> financial management and the <b>creation of processes around this.</b>	Yes		A, I
Demonstrable experience of and a commitment to work within safeguarding protocols and procedures <b>either in work or a voluntary capacity.</b>		Yes	A, I
Understanding and awareness of, and a commitment to work within, GDPR protocols and procedures.		Yes	A, I
Understanding of compliance issues for Health & Safety, <b>including preparing/implementing risk assessments and establishing and maintaining reporting procedures.</b>	Yes		A, I

Confident user of IT and standard computer operating systems (i.e., Microsoft or Apple, etc)	Yes		A, I
User of social media with a <b>strong understanding</b> of how different platforms work and how people engage with them	Yes		A, I
<b>Special Qualities and Aptitudes</b>			
Able to relate effectively to a wide range of people <b>internal to circuit</b> (including ordained and non-ordained staff, volunteers, officeholders and church members) establishing and maintaining productive working relationships.	Yes		A, I
Able to communicate, liaise and negotiate effectively and professionally across a wide and diverse range of <b>external to circuit</b> stakeholders in-person and by phone and email.	Yes		A, I
Able to <b>work under pressure</b> and meet deadlines, often with competing priorities, and <b>demonstrate reliability, integrity, and a commitment to confidentiality.</b>	Yes		A, I
Able to organise and independently manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
A Christian faith which aligns with the leaders and members of the churches of the circuit so the fulfilment of excellent governance and trusteeship is seen to be in harmony with the pursuit of the churches' mission and ministry.	Yes		I
<b>Any Other Requirements</b>			
A commitment to seeing the church flourish in fulfilling its mission with appreciation of how this role can directly help.	Yes		A, I
A willingness to understand, learn and engage with the structures, ethos and values of the Methodist Church <b>prior to the Circuit going live in September 2023.</b>	Yes		I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS application
Commitment to <b>continue professional and personal development</b> and to <b>undergo relevant training</b> where appropriate and necessary.	Yes		A, I
To be home based, willing to work flexible hours and able to attend meetings in-person at other venues as necessary.	Yes		I

- A** Application form
- I** Interview
- W** Written Exercise
- P** Presentation
- E** Practical Exercise
- Q** Proof of Qualification

# Guidance and Statutory Notes

**Disability:** Please let us know if you require adjustments making to any aspect or part of the application process and provide us with any information that you feel to be relevant whilst we consider your application. We can be contacted at all times and in confidence by email to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org). If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Be assured that we will be supportive at all times in discussing reasonable adjustments during the application and recruitment process.

**Entitlement to work in the UK:** Any job offer that we make to you will be conditional and subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK, if an offer of employment is made. Should you be unable to demonstrate such permission any offer will be withdrawn.

**Experience, skills, knowledge, and abilities:** The person specification lists the minimum expected requirements for this post. When shortlisting, the selection panel will only consider information that is contained in your application form and assess this against the person specification that you received. They are unable to make assumptions about your previous experiences or the nature of the work that you have done from a list of job titles. It is important therefore that you clearly demonstrate how you meet the requirements.

**References:** As standard, all job offers remain conditional on the receipt of at least two satisfactory employment references. One should be from your current or most recent employer and the second from a previous relevant work experience. Please note that all referees are required to be able to comment on your suitability to undertake the role.

**Criminal convictions:** Anyone who applies to work with the Yorkshire North & East Methodist District will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us however this depends on the type of job that you have applied for and the nature of the work that the job involves.

**Data Protection:** The information you provide on both the application and EDI form will be held in the strictest confidence. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above in accordance with our privacy policy.

**Feedback and complaints:** We aim to treat all applicants fairly at every stage of the recruitment process as we have a duty to ensure that everyone is treated in a non-discriminatory way. For this reason we monitor the recruitment and selection process closely.

We hope that you feel that you have been treated fairly, even if you do not get the job. We welcome your feedback to help us with the development of our recruitment and selection process and ask that you send any comments or suggestions to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org)

# Next Steps

We understand and appreciate that sometimes people may have questions before they feel comfortable submitting an application. For this reason we offer the opportunity for anybody who is interested in the post to have an informal conversation and ask questions before applying.

For this post we ask that you direct your initial request for a conversation to the Rev Leslie Newton, Chair of the Yorkshire North & East District, by email at [chair@yorkshirenemethodist.org](mailto:chair@yorkshirenemethodist.org)

Following this, or should you be satisfied to make an application without a discussion, please complete the application form (attached separately) and send by email to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org) before 5pm on 30th April 2023.

After the closing date has passed the recruitment team will meet and shortlist for interview those candidates which best meet the skills and attributes as detailed in the job description and person specification. It is therefore important that your application pays particular attention to these documents.

If you are successful at the shortlisting stage you will be invited to an interview at the Yorkshire North & East District Office (Acomb, York, YO26 5LR) week commencing Monday 15th May where the recruitment team will explore your application further and where you will have the opportunity to ask questions.

We look forward to hearing from you.

**Rev Leslie Newton**  
**Chair of District**  
**Yorkshire North & East Methodist District**

## Important Dates

CLOSING DATE	30th April 2023
INTERVIEW DATE	w/c 15th May 2023
ANTICIPATED START	July 2023