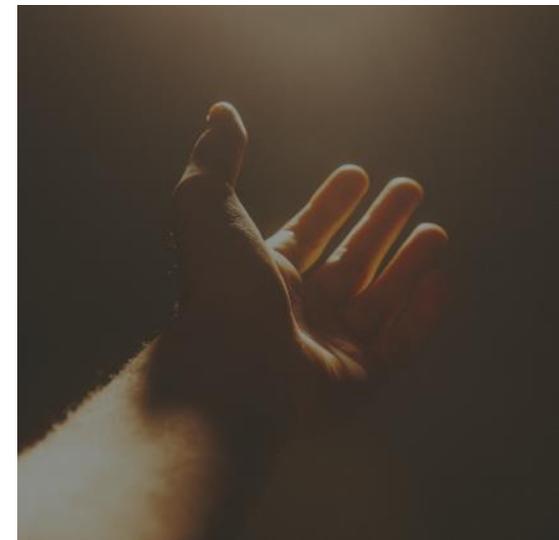




# Operations and Communications Manager

INFORMATION FOR CANDIDATES



# WELCOME MYTON CHURCH

WARWICK | LEAMINGTON

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## INTRODUCTION

Myton Church is an independent evangelical church based in Warwick and Leamington Spa, that exists to worship and glorify God.

The church is made up of about 230 adults and children of all ages and with a wide variety of backgrounds, drawn from Warwick, Leamington, and the surrounding area. Our recent average weekly attendance has been around 150 with a significant number in addition watching our live stream. There are 140 adults in church membership.

The church runs a community centre (The Westbury Centre) in which a number of ministries and activities take place. The church office is located in an adjacent building.

Our Church Administrator and Manager of our community centre finished in their role during 2021. Following a review of the church's needs we are looking for an Operations and Communications Manager to join the current team to seek to help the church better fulfill its mission of seeing people changed into mature followers of the Lord Jesus Christ. We are looking for someone to work full time. Consideration will be given to less hours on request.

Our current staff team includes two full time elders and a training facilitator.

There is an occupational requirement for the post-holder to be a committed evangelical Christian.

## JOB PURPOSE

The aim of this key leadership role is to oversee operational strategies for Myton Church which support the mission of our church. The Operations and Communications Manager will work closely with the elders to ensure that systems supporting the church working towards its vision are honouring to God, efficient, innovative and sustainable.

The postholder will have oversight of a portfolio of operational areas, to include financial and HR systems, buildings and facilities management, internal and external communications, office management and logistics.

The Operations and Communications Manager will provide an operational lead for Myton Church, developing links with other local community groups.

## NATURE AND SCOPE

As with all operational leadership roles, we expect that this role will develop and grow as the church grows in its mission.

The nature of the work demands a high level of trust and confidentiality. There is some flexibility within the role as to when hours are worked, but with availability to deal with needs as they arise. Weekend working will be required.

The role is a first point of contact and ongoing contact with Myton Church members, users of the Westbury Centre and community, and other external contacts with the church. As part of this it involves

- Introducing the ministry of the church and providing initial pastoral support to those new to the services we provide in the community, and being a representative for Myton Church and its Christian values and vision.
- Seeking opportunities to share the message of the Christian faith with those with whom Myton Church engages.
- Working in a way to advance the Christian ethos and vision of Myton Church.

Therefore it is an occupational requirement that this role is filled by a committed evangelical Christian.

Training will be given where required in order for the person to fulfil these duties.

# AREAS OF RESPONSIBILITY

Under the leadership of the elders and working together with the staff team and appropriate volunteers, the Operations and Communications Manager will take responsibility for the development and delivery of the core operational functions of Myton Church. Specific duties will include:

## 1. Maintaining and developing systems of operation for the Church

The Operations and Communications Manager will work within the strategy set by the elders to seek to develop and deliver operational strategies that support the vision of the church. Working alongside the other staff members and volunteers the postholder will develop and deliver operational systems that enable the church to fulfil its necessary functions to achieve its vision and ensure teams are resourced and equipped for all church events and services.

## 2. Communications

The Operations and Communications Manager will oversee the development and delivery of a clear communications strategy with regular promotion of the various activities, events and key issues of Myton Church, in relation to church attendees, the local community, and those outside the church. Specific duties in this area will include:

- a. To manage, develop and maintain the Church website, ensuring accuracy and consistency.
- b. To manage, develop and maintain the church's presence on social media.
- c. To manage, develop and maintain the church's internal database (Churchsuite)
- d. To develop the church's communication to the local community and those outside the church.
- e. To be the point person for internal communications within the church.

## 3. Oversight of the Westbury Community Centre

The Operations and Communications Manager will oversee all aspects related to the running of the community centre. Specific duties in this area will include:

- a. Ensure all areas of buildings management and maintenance are in hand to provide a safe and welcoming environment within all our buildings.
- b. Managing bookings: liaising with user groups, developing relationships and taking responsibility for advertising and billing of user groups.
- c. The postholder will be responsible for the line management of the caretaker.

## 4. Community connections

The Operations and Communications Manager will seek to maintain and develop connections with local community groups and individuals.

They will also, together with others in the church, consider and create ministry opportunities that support community groups and give opportunity to live and speak for Jesus among them.

## AREAS OF RESPONSIBILITY (continued)

### 5. Office Management

The Operations and Communications Manager will oversee all aspects related to the management of the Church office. Specific duties in this area will include:

- a. Ensuring all relevant policies, legal obligations and procedures are kept up to date and reviewed regularly.
- b. Ensuring the staff have adequate workspace and ensure the smooth running of the offices.

### 6. Finances

The Operations and Communications Manager will oversee and seek to develop aspects related to the financial running of the Church and community centre. Specific duties in this area will include:

- a. Setting budgets relating to income and expenditure of the Westbury Centre.
- b. Liaising with the finance team to ensure budgets are adhered to.
- c. Liaising with the finance team and relevant parties to ensure effective payroll systems.
- d. Applying for appropriate grants in relation to both the building and relevant Myton Church activities.

### 7. Human resources

The Operations and Communications Manager will seek to ensure the churches human resources are managed well. Specific duties in this area will include:

- a. Ensuring compliance with employment law in liaison with the churches HR consultant.
- b. Ensuring processes are in place for working with volunteers, both individuals and teams.

### 8. Building development

The Operations and Communications Manager will oversee the development of the Westbury Centre and other buildings where this is happening.

They will also investigate and propose future developments to church facilities in line with the current ministries and future vision of the church.

### 9. Involvement in an area of ministry

We recognise that the post holder may bring with them additional ministry skills. We would want to give the opportunity for these to be used as part of the role in relation to the wider churches aims, vision and ministry. This would be determined based on the person's desires, gifting, experience and needs of the church.

As time allows, to carry out other tasks as required by their line manager that support the running of church operations and the Westbury Centre.

# PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge and Education</b>	<p>Relevant operations management qualification (or equivalent work experience)</p> <p>or</p> <p>Relevant communications qualification (or equivalent work experience)</p> <p>Relevant and demonstrable working knowledge of communications and marketing, and operational issues</p> <p>Knowledge of and competency in relevant Microsoft programmes</p>	<p>Relevant operations management qualification (or equivalent work experience)</p> <p>and</p> <p>Relevant communications qualification (or equivalent work experience)</p> <p>Familiarity with GDPR</p>
<b>Experience</b>	<p>Experience of successfully managing office operations and administration systems</p> <p>Experience of setting and managing budgets</p> <p>Experience of working with confidential / sensitive information</p>	<p>Experience of supervising staff and volunteers</p> <p>Experience of premises management</p> <p>Experience of community outreach</p> <p>Experience of raising finance / grant applications</p>
<b>Skills</b>	<p>Excellent interpersonal and communication skills (written and oral)</p> <p>Able to act on own initiative, manage and prioritise own workload, manage multiple projects simultaneously, and meet agreed timescales and deadlines</p> <p>Ability to manage and motivate others</p> <p>A team player with the ability to work with others, including volunteers</p> <p>Attention to detail</p> <p>General office and clerical skills</p> <p>Excellent IT skills</p> <p>Ability to learn how to use new technology platforms</p> <p>Ability to apply rules and to be able to write policies and procedures</p>	

## PERSON SPECIFICATION (continued)

<b>Personal attributes</b>	A committed Christian with enthusiasm, flexibility and a desire to learn Diplomatic skills and tact, a team player with a consultative style Emotionally resilient, resourceful, able to remain calm and measured under pressure Ability to deal with matters confidentially, sensitively Motivated to deliver a high quality output Ability to follow directions Appetite to develop and adapt new methods of working when required Prepared to adapt duties where required	
<b>Other requirements</b>	Agreement with Myton Church Statement of Faith	Driving License

*Applicants are required to demonstrate how they meet these requirements. We reserve the right to shortlist only candidates who appear from their application to best fit the requirements.*

## RECRUITMENT PROCESS

If you are interested in applying for this role, please download an application form from [www.mytonchurch.org.uk/job-advert](http://www.mytonchurch.org.uk/job-advert).

If you require further information then please get in touch with Ed McMillen at [ed.mcmillen@mytonchurch.org.uk](mailto:ed.mcmillen@mytonchurch.org.uk). To apply, please complete the application form, and return to Ed McMillen at [ed.mcmillen@mytonchurch.org.uk](mailto:ed.mcmillen@mytonchurch.org.uk).

The deadline for applications is 9:00am on Monday 20th June 2022.

Interviews will take place on Friday 8th July 2022.

Anticipated start date: Autumn 2022, with some flexibility.

Salary: In the region of £25k-31k.

# ABOUT MYTON CHURCH

## VISION

Our vision is to be a community that glorifies God by being

- **bowed down in loving devotion** – everyone delighting in God's supremacy through worship and prayer
- **built up for acts of service** – everyone learning to please Christ; bearing fruit in every good work
- **sent out as full-time Christian workers** – everyone making Christ known through gracious words

## VALUES

### Humble Dependence

We believe that God's people thrive when living in dependence upon him and deeply committed to one another. Therefore:

- We aim to make prayer a priority in all aspects of the church's life and witness
- We seek the empowering of the Holy Spirit for all we do
- We encourage everyone to cultivate meaningful relationships within the church family relinquishing individualism and self-sufficiency

### Transformational Teaching

We believe that God's Word is the chief means of creating and developing all spiritual life. We expect both individual and corporate transformation as we encounter God through his Word. Therefore:

- We endeavour to live all of life under the authority of God's Word
- We provide numerous and varied contexts for hearing and responding to God's Word
- We seek to develop a biblical perspective on contemporary issues for the good of others
- We aim to train and equip all those who teach the Bible to others

### Sacrificial Generosity

We believe that self-sacrifice and generous giving are marks of true discipleship to Christ. Therefore:

- We celebrate choices and decisions that advance God's kingdom above personal security and comfort
- We endeavour to steward wisely our time, talents and resources for the blessing of others

### Authentic Community

We believe that unity in Christ transcends all divisions erected by society, and that the local church is to be the primary expression of this. Therefore:

- We aspire to draw together people from a wide range of backgrounds because everyone matters to God
- We endeavour to display love, forbearance, forgiveness and servanthood in our relationships with one another
- We affirm the importance of gathering as a church to celebrate our oneness in Christ, whilst also recognising the need of ministries for distinct groups of people
- We build a variety of partnerships with other evangelical churches and agencies, both locally and globally

### Outward Focus

We believe the whole world needs to hear the gospel and that the local church is at the heart of God's plan to reach lost men and women. We are all sent out as partners in this mission. Therefore:

- We affirm a calling to be involved in both local and global mission through the declaration of the gospel and the demonstration of God's character in compassionate care
- We encourage and equip one other to make Christ known in our everyday circumstances through gracious words and distinctive lives
- We seek to discern, prepare, send and support those with a vocational calling to proclaim and demonstrate the gospel
- We provide multiple contexts for those wanting to explore the Christian faith

### Distinctive Living

We believe that being an authentic follower of Jesus is a 24/7 adventure, shaping every dimension and stage of life. Therefore:

- We resolve to turn from the 'false gods' of our culture such as greed, disordered sexuality and the abuse of power
- We strive for integrity in every sphere of life embracing our workplaces, homes, neighbourhoods and networks
- We recognise our responsibility to declare God's wisdom for life, convinced that it is foundational for a healthy society and the well-being of individuals

# STATEMENT OF FAITH

The core convictions of Myton Church are summarised in our Statement of Faith.

## The Bible

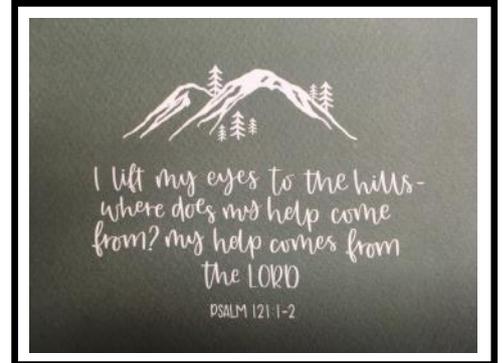
The Bible, consisting of both Old and New Testaments, is inspired by God. Through it God speaks to us, and every word is reliable and trustworthy. It is our supreme authority for what we believe and practice.

## God

There is only one God, eternally existing as three co-equal persons: the Father, the Son and the Holy Spirit. God is sovereign in creation, revelation, redemption and judgement.

## Jesus Christ

The Lord Jesus Christ, God's eternal Son, became human. He was conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life as our pattern and example. He came to be the Saviour of the world, and to destroy the works of the devil. Through his substitutionary death there is freedom from the guilt and penalty of sin. On the third day after his crucifixion he was raised bodily from death, and in his risen glorified body he ascended into heaven to the right hand of God the Father. There he continues as mediator and intercessor. He will return one day to earth to be the judge and ruler of all, receiving the redeemed into eternal glory, and establishing God's just condemnation upon the impenitent.



## The Human Race

Everyone is made in the image of God and therefore is born with equal dignity and worth. However, as a result of disobedience by Adam, the father of the human race, everyone is now corrupted in nature and a sinner by both nature and choice. The human race is thus subject to God's righteous wrath and condemnation.

## Salvation

Salvation cannot be earned or deserved. It is God's free gift, given when a person repents and believes in Jesus Christ alone as Saviour and Lord. The benefits of this gracious salvation include the complete forgiveness of sins, adoption into God's family, the gift of the Holy Spirit and eternal life.

## The Holy Spirit

It is the work of God the Holy Spirit to convict people of sin, to impart spiritual life and to glorify Christ, producing in the believer increasing likeness to Jesus in character and behaviour. The Holy Spirit lives in all those he has regenerated, gifting and empowering them for witness to the world.



## The Church

There is one universal church, the Body of Christ, to which all true believers belong. Christ is the Head of the Church. It is his design that there should be local churches made up of true believers, committed to the praise and worship of God, the upbuilding of each other in love, and the evangelisation of the world.

## The Future

The Lord Jesus Christ will return personally and visibly to gather those who have believed in him, both those who have died and those who are still alive. He will bring to completion our salvation and establish his kingdom of justice and truth.