

## Parish Manager

### Role Description

Is God calling you to become Crofton Parish's new Parish Manager?

#### Contract

Job type:	Full-time position; subject to a probation period of 6 months and satisfactory DBS
Starting Salary:	£25,000
Hours:	37.5 hours per week - equivalent to 4.5 days during the week and 0.5 on Sundays; some evening and weekend work may be necessary
Holiday:	25 days annual leave per year, plus statutory holidays
Responsible to:	Crofton PCC
Line managed by:	Vicar

Package to include: pension contributions; a day retreat per term for personal growth; induction, training and CPD.

This is an exciting new position which is being created to work closely with the Vicar, as part of the leadership team. The main purpose of this role is to: plan, enable effective change, manage people, co-ordinate and release.

#### Responsibilities

This is a new leadership role which we anticipate will evolve and develop with time. This role description is a broad overview of key areas that we expect the role to include.

#### Enabling our vision to become a reality

- Developing and ensuring delivery of a parish plan in line with Crofton Parish's 2020 vision
- Be an integral part of the Leadership Team, turning vision into action and advising on operational implications
- Running projects which will enable the 2020 vision to become a reality
- Attend PCC meetings in a non-voting capacity. PCC would seek information from the parish manager to enable them to make informed and wise decisions

#### Oversee support staff

- Line manage: administration team (currently three paid/volunteer part time roles); site team (currently three paid part time roles)
- Develop systems for line management of other paid staff and volunteers
- Ensure appropriate human resources policies are in place and implemented

#### Co-ordinate systems and structures to ensure the smooth running of Crofton Parish

- Manage and enable continual change for effectiveness
- Oversee and develop systems and structures to ensure the smooth running and effective external and internal communications of Crofton Parish life
- Develop systems to enable volunteers to be utilised, supported and released into ministries they are called to within the parish
- Ensure the practical running and management of worship services so that other team members are released for the ministry they are called to
- Oversee the day to day operations within the office, including ensuring IT systems are effectively used
- Oversee management of buildings liaising with relevant parties as necessary
- Co-ordinate and manage regulatory compliance

## Person Specification: What kind of person are we looking for?

<b>Experience</b>	<b>Essential</b>
	Management of people
	Leadership of teams - both paid employees and volunteers
	Project management
	Legal requirements for effective human resources management
	Voluntary organisations
	<b>Desirable</b>
	Events management
	Volunteering in or leading an area of church life
	Policy making
<b>Skills and Abilities</b>	<b>Essential</b>
	Well organised leader who can delegate and direct as necessary
	Ability to work on own initiative
	Excellent verbal and written communication skills
	Ability to implement change
	Short, medium and long-term planning skills
	Ability to solve problems
	Good IT skills
	<b>Desirable</b>
	Ability to manage conflict
	Ability to train and develop others
<b>Personal Qualities</b>	A committed Christian with an active faith, willing to be a member of Crofton Parish
	Enjoy collaborative working as a member of a small team
	Good at working to deadlines and helping others to do so
	Comfortable to try out new ways of working
	Resilient and an ability to work under pressure
	Able to work flexibly; to be available on Sundays
	Excited about the opportunity to work with others in developing the mission of the Parish