

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Within the Church Commissioners, the Mission & Pastoral Service Team oversee and manage the decision-making processes under the Mission and Pastoral Measure 2011 (MPM), the Church Property Measure 2018 (CPM) and responsibilities relating to chancel repair liability (CRL). A major part of the team's role is to support the transition from the existing MPM, to the new Measure, and the related transition programme which will be rolled out to dioceses and parishes over between 2024 to 2027.

The Church Commissioners have the governance and management responsibility for the Mission and Pastoral Measure 2011, which provides a regulatory framework which enables the Church to support the provision of local worship, mission and ministry, and to adapt that provision as circumstances change over time. The Measures provides a decision making process for changes relating to pastoral change, ministry provision change and church building change. The Commissioners also deal with decision making processes under the

What you'll be doing

The purpose of this role is supporting the provision of a responsive and high-quality specialist property and legal service by facilitating the work of Managers, Case Officers and Assistant Case Officers.

MAIN DUTIES AND RESPONSIBILITIES

Committee Preparation and Support

- Acting as Assistant Secretary to the Mission, Pastoral and Church Property Committee.
- Coordinating Membership recruitment and governance, working closely with the Chair and CC Secretariat.
- Organising induction and training processes for new members.
- Coordinating agenda planning, Chair's briefing and arrangements for sifting.
- Managing the long-term diary planning, logistics and planning in relation to meetings.
- Managing and coordinating all committee visits and hearings in conjunction with the M&PS Manager (Casework).
- Supporting the decision-making processes by providing agendas, papers and minutes as needed.
- Providing briefing and advice to the Chair and Committee Secretary as required.
- Providing general support to the Head of Department as required, including research, planning and logistics.
- Coordinating the new MPM timetable in conjunction with the MPM transition team.

Data Systems, IT, Records Management Support

- Acting as the team lead in relation to the management of data systems, including support for the CRM system.
- Liaising with the IT Business Partner on support contracts, upgrades and changes to the systems.
- Support the development of the new MPM data systems, working closely with the dedicated MPM transition team.
- Develop new performance management and caseload tracking systems to facilitate the monitoring of deadlines and reporting to the Head of M&PS and the MPCPC.
- Coordinating records management and data governance processes, including annual reporting, internal audit and other reporting requirements.
- Coordinating risk management reporting, working closely with Case Officers and the Assistant Case Officer to ensure requirements are being met.

Training and Team Activities

- Planning and managing the diocesan training programme and working closely with Managers and Case Officers and the MPM transition team on the development of the new MPM training programme for dioceses and affected clergy and PCCs.
- Coordinating and managing of all team related activities, including monthly team meetings, away days and other special events.
- Coordinate joint activities with the Closed Churches and CCB teams.

- Plan agendas, speakers and manage the logistics.
- Managing the department's financial processes and attend the regular financial monitoring and budget meetings.

Communications & Briefing

- Providing any briefing and information to support internal NCI processes, including answers to General Synod or Parliamentary questions and any briefing required by the Board of Governors and/or senior officers.
- Leading on team communications, primarily to dioceses, but also to other NCIs and wider partners.
- Drafting and publishing the regular e-newsletter and other materials as required. Liaising with the communications team on specific stories and matters.
- Overseeing the response to any general enquiries from the public or from within the NCIs/dioceses.
- Undertake any specialist and generalist training required.
- All work to be undertaken in accordance with the Mission and Pastoral Measure Code of Recommended Practice.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Education:

- Degree level or equivalent.

Skills/Aptitudes:

- An ability to organise workload and prioritise effectively.
- A proactive attitude and approach.
- An ability to cope well with complex processes and an eye for detail.
- Strong stakeholder management skills.

Knowledge/Experience:

- Experience of managing complex administrative legal systems.
- Strong written and oral skills.
- Meeting management skills – drafting agendas, papers and minutes.
- Strong project management skills.

- Strong data skills – used to using specialist software, internet based research and posting information on websites, as well as the usual Microsoft packages. Working with specialist data suppliers.

Circumstances:

- Regular travel within England with occasional overnight stays.

Desirable

Skills/Aptitudes:

- Driving licence.

Knowledge/Experience:

- Knowledge and experience of the Mission and Pastoral Measure and related church legislation.
- An understanding and empathy with the structure and culture of the Church of England.

Vacancy Summary

JOB TITLE:	Operations Manager
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Pastoral & Closed Churches
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Circa 2 days in the office – can be flexible on the days
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 1 year
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017293
COST CODE:	11111
PARENT POSITION:	Head of Mission & Pastoral