



NELSON ST

BEGIN THE ADVENTURE

**OPERATIONS MANAGER
INFORMATION & APPLICATION PACK**

Hello

I am delighted to say that the Diocese of Manchester, have invited me, in partnership with HTB (Holy Trinity Brompton Church, London), to plant a Resource Church in the centre of Rochdale. The anticipated launch date for our church services is April 2021, when all building work will be completed. However, we hope to launch online services before that in November 2020.

We would love our church to be a blessing, not only to those who attend it, but also to all the people who live in Rochdale. We are dreaming big dreams and are excited by all the God has put on our hearts, but in order see these dreams come to fruition, we are going need to build a team of talented, committed individuals.

We are looking to build a close-knit team who encourage and support each other, and to create an environment where innovation, creativity, excellence and fun are encouraged.

If what you read in this pack sounds like your next challenge, we would love to hear from you.

Love Janie

Revd Janie Cronin

A message from The Bishop of Bolton

Welcome, and thank you for your interest in this post and for looking at our information pack.

We are delighted to be working on this exciting project 'Renewing Rochdale'. As you will see below, Rochdale is a classic post-industrial town with a glorious past, fine buildings and a wonderful setting on the edge of Greater Manchester next to the moorlands. Renewing Rochdale is part of an ambitious project to bring the abundant new life of Jesus into a town that has seen better days, spiritually, economically and socially. We trust that under God this may become a template for renewing other similar towns in greater Manchester and beyond.

What we can offer as a Diocese is a group of people including a supportive Deanery that has considerable experience of mission and ministry in areas of deprivation. Nearly half of our parishes are in the 10% most deprived communities in Britain. So you will not be alone but will be part of a team that gives and receives support, so that you see the Spirit of God at work in yourself as much as in the communities that we serve.



Our strategy as a Diocese is to see the Gospel impact the most deprived communities with the love and grace of Jesus Christ and to see younger people also coming to know and follow Jesus. This role is central to fulfilling that vision.

We hope that you are up for an adventure of faith, and that you enjoy working with others to see the Kingdom of God come in words and in deed. Come and join us!

Rt Revd Mark Ashcroft, Bishop of Bolton



Our Mission

- To reach the missing generation. Currently, nobody between the ages of 18 and 40 is attending any Church of England church in Rochdale. There are few in this age range in any of the other non-Anglican churches
- To make disciples
- To develop leaders
- To plant further churches

Nelson St Church will become a local landmark in the town centre which draws people in from the town and wider area, for a creative programme of worship, arts and social events.

Our Values

We have 5 core values, central to our vision. We want our church to be:

Spirit-Living

We want every member of our congregation to be open to, led by and empowered with the Holy Spirit.

Gospel-Sharing

We want every member of our congregation, adults and children, to be trained and equipped to share their faith with those they encounter.

Risk-Taking

We want to encourage our congregation to step out in faith. In our culture we are encouraged to stay in our comfort zone, but it is hard to find a passage in the New Testament that does not involve the disciples stepping out in faith.

People-Loving

We want to make sure that everyone who steps into our building knows that they are welcome, wanted and loved. And, we want to create a culture where people intentionally encourage and affirm one another.

Creative-Church

When funding gets cut, the arts are usually the first to feel the pinch. For creatives, this can be one of the most painful deprivations. Our God is the ultimate creator. We want our church to reflect this. We want to encourage artists, celebrate creativity, and support business entrepreneurs.

Nelson St Church – the journey so far

A former engine house of the Industrial Revolution, Rochdale was once one of Britain's wealthiest towns. Rising to prominence as a centre for the wool trade, it later became known for its textile manufacturing and was the birthplace of the worldwide Co-operative Movement.

Since then, Rochdale has been in steep decline, and the borough of Rochdale is now one of the most deprived in England, with high unemployment and lower than average life expectancy. Church attendance figures are low and figures show that nobody between the ages of 18 and 40 is currently attending an Anglican Church in the whole of Rochdale.

The Diocese of Manchester, seeking to bring the church back to the area, has identified it as an area of growth and development. Nelson St Church is part of a wider project – Renewing Rochdale – which will see several Anglican partners come together to achieve this.

The church will be located in a disused building, ideally located in the middle of town. This site is in a newly designated heritage zone earmarked for regeneration. It is a 5 minute walk away from the new £70 million shopping centre, multiplex cinema, and the recently completed bus interchange and tram station.

Originally constructed as a
Temperance Billiard Hall in 1910,
the building has been the venue for
a range of social activities for many
years until its recent decline



It last housed the Red and
Hot World Buffet

A graphic of how the Church will look. The exterior will include a mural from a local artist



The interior discovery of the building's beautiful vaulted ceiling which lends itself perfectly to worship

How will we achieve this?

Phase One: Preparation Nov - April

Meet, pray and plan as a team

Develop material for the term ahead

Recruit, train and equip volunteer teams

Spot and develop leaders

Ensure all safeguarding training is completed before the opening

Establish a website and social media presence

Oversee the building project

Launch Nelson St online

Promote the opening service

Raise remaining funds required

Seek to connect with others - churches, schools, and local agencies, with a view to seeing how we might be able to collaborate with them.

Phase Two: The First 100 Days April - July

This phase may well change depending on the COVID-19 restrictions in place at the time, but the plan as it stands is to begin with the physical launch of our church at the end of April 2021.

We would like to have two services. The morning service would run from 11.30am and have kids groups running alongside it. The afternoon service from 3.30pm with youth groups running alongside it.

Between the two services we would like to have an informal meal, providing both congregations with the opportunity to get to know each other.

For the first 100 days of our church, our priorities will be

- to grow numerically,
- to set the culture of our church
- to run an Alpha course



NELSON STREET CHURCH - JOB DESCRIPTION

OPERATIONS MANAGER

Salary:	£30,000 per annum
Hours of work:	Full time, 37.5 hours per week over 5 days
Normal place of work:	Nelson St Church

Purpose

The Operations Manager is a key part of the leadership team. The post holder will play a significant part in implementing the vision and values of the church. They will be responsible for the effective running of the operations of the church, and for providing strategic, organisational and administrative support to the team. Operational responsibilities include HR, finance, administration and facilities management.

Background information

The Diocese of Manchester (Church of England), have invited us to plant a Resource Church in the centre of Rochdale, in partnership with Holy Trinity Brompton Church, London. We hope to launch this church in April 2021.

We are looking to build a close-knit team, united by the vision of seeing the transformation of lives in Rochdale.

This will be an exciting and challenging place to work, full of variety. We hope to create an environment where innovation and creativity are encouraged, and where we strive for excellence in everything we do.

As a Christian organisation our faith is an integral part of our working culture, and as part of our mission it is important to us that the Operations Manager makes Nelson St their home church.

Accountability & Key Relationships

Accountable to the Vicar (Janie Cronin)

Key Responsibilities

- Establishing and implementing operational procedures
- Providing continuous support for, and inputting into the vision of the church
- Identifying and addressing problems and finding ways to resolve them
- Identifying and developing opportunities for the growth of the church
- Anticipating practical requirements of the church as it grows, ensuring that it runs as smoothly as possible
- Monitoring and keeping track of the strategic objectives of the project, including the collection and collation of appropriate data
- Managing staff related issues
- Overseeing budgeting, reporting, planning, and auditing
- Monitoring compliance with laws and regulations & ensuring all legal and regulatory documents are filed
- Overseeing safeguarding, health & safety & GDPR in line with legislative requirements and local guidance
- Building and facilities management in line with Health and Safety requirements
- Managing and maintaining the website to promote the church and its activities
- Managing IT systems and databases
- Overseeing the recording and updating of all sacramental records
- Managing fundraising and developing innovative ways to ensure sustainability
- Modelling a culture of high performance and continuous improvement
- Leading the staff meeting when the vicar is absent (including a time of prayer)

Person Specification

Key: (AF) Application Form; (I) Interview

	Essential requirements	Desirable requirements	Method of assessment
Experience			
Previous experience in operations or management	✓		AF / I
Experience in setting up and mobilising a project from the ground		✓	AF / I
Researching best practice and putting into action	✓		AF / I
Knowledge and Skills			
Leadership skills with the ability to impact positively on others	✓		AF / I
Excellent strategic awareness and problem solving	✓		AF / I
Organisation and planning skills	✓		AF / I
Working knowledge of budgeting and accounting	✓		AF / I
Flexibility and adaptability	✓		AF / I
A commitment to and understanding of safeguarding	✓		AF / I
Excellent IT skills including Microsoft Office	✓		AF / I
Ability to collate and interpret data and present findings in written reports	✓		AF / I
Negotiation and conflict resolution skills	✓		AF / I
Personal Attributes			
A heart for the vision, values & mission of the Nelson Street Church	✓		I
A pioneer spirit	✓		I
Flexibility and willingness to adapt as the church grows	✓		AF / I
Willingness to work as part of a team	✓		AF / I
Willingness to make Nelson St their home church	✓		AF / I
An openness to the Charismatic	✓		AF / I

Work-related Circumstances			
Ability to work flexibly & to attend evening meetings and events	✓		AF / I
Ability to work five days a week incl. Sundays	✓		I
Willingness to travel to meetings	✓		AF / I
Willingness to attend Focus (the HTB church holiday) for one week in summer, and their leadership conference in spring	✓		I

There is an Occupational Requirement for the post holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010

Summary of Terms & Conditions of Employment

Employer	Nelson St Church
Term	3 year fixed term contract (renewable subject to funding)
Line Manager	Vicar (Janie Cronin)
Probation	Appointments subject to a 6-month probationary period
Location	Rochdale
Hours	The role is full-time (37.5 hours per week) working 5 days over 7, including Sundays. Days subject to operational needs
Annual leave	22 days plus bank holidays
Pension	Auto-enrolment scheme in place

The post will be offered to the successful candidate subject to an appropriate safeguarding check, satisfactory references and proof of eligibility to work in the UK

Applications

To apply please download the application form on the Diocese of Manchester's website www.manchester.anglican.org and return your application to jobs@manchester.anglican.org

The deadline for receipt of completed applications is 8 am on Wednesday 4th November.

Interviews will be held by video conference week commencing Monday 16th November.

If you would like to discuss any aspects of Nelson St's plans, or the role before applying, please contact Revd Janie Cronin on janiecronin@gmail.com.