



Loving God, Loving Huddersfield

www.holytrinityhuddersfield.com

Registered Charity No. 1168350

Operations Manager: Students and Young Adults

Our Context: Holy Trinity Huddersfield and our work with Students and Young Adults (SYAs)

Holy Trinity is a growing, all-age Anglican Church located on the edge of Huddersfield town centre in the Diocese of Leeds. Our vision is “to make committed followers of Jesus, and to share his transforming love”. Before the COVID-19 pandemic we had approximately 150 adults and 25 under 18s attending our two morning services, and we have over 100 people attending midweek Life Groups. We are committed to whole-life and wholehearted worship, relevant and applied bible teaching, and a growing openness to the Holy Spirit. For more information about Holy Trinity Huddersfield please see our website: www.holytrinityhuddersfield.com

Huddersfield is home to a significant population of students and young adults. Approximately 19,000 students attend Huddersfield University (30% are from BAME backgrounds and 18% are international students). There are also three large colleges for 16-18-year-olds. Approximately 15% of the local population are 16-30 years of age, including a significant Muslim population. The vast majority have no church background or experience. Over recent years Holy Trinity has seen encouraging growth in attendance amongst university students, from zero in 2015 to around fifteen-twenty in 2020, with many involved in different areas of church life and leadership, with some going on to full-time ministry after graduation. However, the pandemic has impacted this work and we are currently seeking to rebuild our ministry to and amongst students and young adults.

A new vision to share Jesus with SYAs

We have a vision to share the good news of Jesus with students and young adults in our town, mindful that there is huge potential and a profound need to share the Gospel and pray for God’s kingdom to come amongst this demographic. The Diocese of Leeds have themselves sought to invest in evangelism and discipleship amongst SYAs, and in May 2021 they successfully obtained funding from the central Church of England Strategic Development Fund for new investment in reaching SYAs for Jesus. Holy Trinity were invited to be part of this diocesan bid and this new post is the fruit of that project - you can find out more about the Holy Trinity part of the ‘Reaching Generation Next’ SDF project [here](#) and a video clip of the announcement made to our congregation online at https://youtu.be/_pJy6tRRwG4.

A key priority is to intentionally reach out to those from an unchurched background, inviting them to engage with us and explore faith in Christ for themselves. Additionally, we are committed to growing disciples amongst existing Christian students and young adults – enabling them to know Jesus better, releasing them to share their faith amongst their peers, and exercise Christian leadership. Our intention is to launch a new evening congregation at Holy Trinity which is primarily led by and focused on engaging with students and young adults.

With this in mind, we are now seeking an experienced and gifted **Operations Manager** for our emerging ministry amongst students and young adults. The successful candidate, working with the wider team at Holy

Trinity, will play a key role in supporting and implementing the strategic and operational objectives of the Reaching Generation Next Project. The Operations Manager (SYA) would join our [existing staff team](#), be committed to worshipping with us each week, and would join a midweek Life Group. As a church, we will commit to support, encourage and invest in the successful applicant, recognising that none of us are the finished article. Our priority will be that your personal development and your own relationship with Jesus continue to flourish and thrive as you serve with us at Holy Trinity.

Key elements of the role

Initial priorities

- Working with the wider staff and SYA team, to oversee the operational support and strategic implementation of Holy Trinity's emerging outreach and discipleship amongst students and young adults. This should be undertaken in line with the SDF funded project objectives.

Detailed Role Description

The outline below is intended to provide a guide to the general duties and responsibilities of the post. However, this should not be regarded as a contractual document. The job description will be reviewed regularly, and agreed with your line manager.

Key Responsibilities

- Ensure effective and efficient operational support of Holy Trinity's SDF funded Reaching Generation Next project, according to the vision, values, and budgets agreed by the PCC.
- Line management of the SYA Communications Lead.
- Support SYA team members (paid and voluntary) so that their work is carried out effectively and efficiently.
- Work with the clergy and other ministry staff to ensure effective engagement and good communication with the PCC, congregation, staff, volunteers and other stakeholders.
- Assist with effective reporting to the Diocese's governance structures, including to the Leeds Strategic Programme Board and the Strategic Programme Manager.

HR

- Implement the recruitment process to the new SYA posts, from advertising to interviews to contracts for SYA Team staff.
- Maintain accurate HR records for all SYA Team staff.
- Oversee the delivery of the annual appraisal process (including the end of probationary periods) and exit interviews for all SYA Team staff.
- Coordinate SYA Team staff training and development – including for volunteers.

Finance

- Ensure the smooth delivery of financial systems and reporting of the SYA Team Ministry.
- Work as required with other budget holders to ensure budgets are managed well.
- Report regularly to the Vicar and PCC on the SYA Ministry budget – highlighting where there may be financial concerns or opportunities for additional work to be considered

Buildings and Events

- Oversee creative and effective use of the church building as a resource for our new congregation.
- Ensure that all proper policies and procedures applicable to the use of church premises (e.g. health & safety, insurance, data protection, food hygiene, etc) are in place, so as to comply with current legislation and good practice, and to manage risks effectively.
- Ensure all relevant subscriptions and licences are kept up to date.
- Support the SYA Team with the organisation of church services and events.

General

- Provide regular reports of work to the Vicar and PCC as required.
- Undertake any other duties that may reasonably be required of this post holder.

Other responsibilities:

- Attend and contribute to weekly staff meetings and prayers at Holy Trinity and other meetings as required.
- Participate in and contribute to line management and appraisals as required.
- Continue own personal and spiritual development through personal prayer, reading and appropriate training courses.
- Share learning as appropriate with other SYA ministries, especially within the diocese.
- Foster and sustain a collaborative, prayerful, 'can do' staff culture

Person Specification

In addition to the Person Specification below, we believe that the post holder will need to embody the following qualities:

- **COMMUNICATION** - someone able to communicate humbly and sensitively amongst the SYA team, both paid and voluntary, as well as with the wider congregation.
- **DISCIPLESHIP** - someone who sees this role as more than simply administrative, but as part of a bigger vision of enabling the discipleship of others.
- **RELATIONSHIP** – someone who is able to connect relationally with the SYA team, the wider congregation, and SYAs themselves.
- **ENERGY & PASSION** – someone with energy and passion, able to serve behind the scenes to enable outreach, evangelism and ministry to flourish and thrive.

Area		Essential	Desirable	Assessed by*
Faith and spiritual life	A committed Christian with a living faith, filled with the Holy Spirit, and with a prayerful dependence on God.	X		A/I/R
	Someone who invests in their own discipleship: through worship, prayer, bible reading and fellowship, and seeks to honour God in their own life.	X		A/I/R
	Godly Christian character and humility: a servant leader who recognises that others will look to them as an example of the Christian life, and so with God's help is seeking to bring their life into line with orthodox Christian teaching and practice.	X		I/R
	Someone who will embrace the vision, values and core beliefs that Holy Trinity espouses.	X		I/R
	Confidence in and commitment to core Christian doctrines and beliefs, as upheld by the Church of England.	X		I
Personal	Able to handle a demanding and varied workload.	X		A/I/R
	Excellent self-management and time management.	X		A/I
	Committed to maintaining appropriate confidentiality.	X		I
	A collaborative team player, willing to work under authority and able to take direction.	X		I/R
	An ability both to have an eye on the big picture whilst having a keen eye for detail.	X		A/I/R
Knowledge	A good understanding of church life, and a passion for effective organisation, systems and processes.	X		A/I
	Knowledge of good HR policies and practice.		X	A/I
	Able to demonstrate a good understanding of IT systems and processes.	X		A/I
Skills	Strong and effective management skills, including line managing staff and supporting volunteers	X		A/I/R
	Able to prioritise and delegate accordingly, ensuring the achievement of targets and meeting of deadlines.	X		I/R
	Can demonstrate a working understanding of the management of Risk, Health & Safety, Safeguarding, and Data Management, including writing policies and implementing processes and procedures	X		A/I/R
	The ability to lead and build teams: identifying, training and developing gifts of others so that their own area of responsibility is not purely centred upon themselves.	X		A/I/R
	Someone with good time management, organisation, planning and self-motivation	X		I/R

Area		Essential	Desirable	Assessed by*
	An ability to think and plan strategically	X		A/I/R
	An excellent degree of competency in general IT skills – including use of Microsoft Office and Google software.	X		A/I/R
	Familiarity with ChurchSuite software.		X	A/I
Education & experience	Educated to at least A Level.	X		A
	Proven experience of managing projects.	X		A/I/R
	Proven experience of developing and maintaining operational policies and procedures.	X		A
	Proven experience of managing budgets effectively.	X		A/I
	Able to demonstrate a strong track record with administration and operational responsibilities.	X		A

Contractual Information

Job Title: Operations Manager: Students and Young Adults

Employer: Holy Trinity Huddersfield Parochial Church Council (PCC)

Accountability: The post holder is accountable to the Parochial Church Council (PCC), and the post holder will be expected to attend PCC meetings as requested.

Main Base: Holy Trinity Church, Trinity Street, Huddersfield, HD1 4DT.

Salary: £20,000 - £23,000 p.a. (prorata) depending on experience and/or qualifications

Hours: 15 hours per week (working pattern to be agreed but will include Sundays and some evenings) + other voluntary service as any other working member of the congregation.

Occupational requirement: In accordance with the Equality Act 2010 there is a Genuine Occupational Requirement that the post holder is a Christian.

An Occupational Requirement exists for the post holder to be an active communicant member of the Church of England or of a Church in full communion with the Church of England in accordance with the Equality Act.

Contract duration: Open ended

Start date: January/February 2022.

Probationary Period: Subject to a 3-month probationary period

Clearance required: Enhanced DBS check:

Training and development: There is a budget for continued professional development, and attendance at one major conference each year, in consultation with the Line Manager. All staff have regular appraisals.

Support: As part of our commitment to care for and invest in our staff, we would help the appointee to find a spiritual director/mentor.

Holidays: 33 days p.a. (prorata) *including* Statutory Bank Holidays

*We also support up to 10 days per year (pro rata) additional paid leave for staff to undertake **unpaid** ministry where requested for other churches, church organisations nationally or internationally*

Pension Provision: Holy Trinity Huddersfield encourages all employees to join a pension scheme. UK law requires all employees to be enrolled in a pension scheme with a minimum statutory employee contribution of salary. Holy Trinity Huddersfield PCC will also make a statutory employer contribution

APPLYING FOR THE POST

Applicants are asked to submit by email to mike@holytrinityhuddersfield.com a completed Operations Manager (SYA) Application Form available at: <https://www.holytrinityhuddersfield.com/syaposts/>

Attention is drawn to the person specification listed above and applicants should clearly identify how they meet the criteria in their written application.

Closing date for receipt of applications: 4.00pm Friday 26 November 2021

Informal enquiries are welcome and should be made to Mike Wilkins (Vicar) on 01484 513213 or by email to mike@holytrinityhuddersfield.com