

# Job Pack

## Head of Central Resources



**St Barnabas**  
transforming lives • changing the world

### Welcome from Henry Kendal – Vicar

We are delighted that you are interested in applying for this significant role here at St Barnabas. Our vision is to be a large church in North London where we are **transformed** to be like Jesus. We plant churches and partner with others to grow, teach and support empowered disciples who are **changing the world**. For many years our church has recognised the similarities with the Antioch church of scripture:

*‘...they sent Barnabas to Antioch. When he arrived and saw what the grace of God had done, he was glad and encouraged them all to remain true to the Lord with all their hearts. He was a good man, full of the Holy Spirit and faith, and a great number of people were brought to the Lord.’ Acts 11:22-23*



From this we see an ongoing call to be a **bible-based** and **Spirit-led** church that is **inter-generational**, **true-hearted**, **faith-filled**, **growing**, **diverse**, **prophetic** and **generous**. Over the past few years, we have seen the growth of contrasts and a polarisation of society. While often painful, sometimes contrasts hold a powerful societal tension that can produce growth. We now sense God wants to replicate in us some new “DNA” as we grow. We are called to be a church that is:



1. Humble and Bold
2. Diverse and United
3. Powerful and Vulnerable
4. Loving and Challenging
5. Local and Global

These contrasts are unpacked in our separate Vision document.

### About our facilities and area



The church building is a recently refurbished and converted office block with 4 floors situated at the top of the North Finchley High Road. Normally the local area is full of busy independent shops, cafes and restaurants where you can sample delights from Greek bakeries, Persian restaurants or Japanese food shops as well as pop into Waterstones, Boots and other useful places! It was a significant journey of faith and commitment in moving from the original church building – and we’re looking forward to what God has in store. The new location and building have greatly improved our facilities and we still have untapped potential for mission and outreach

using the new space God has blessed us with!

## A recent new staff member said...

*“When I moved here the thing I that was most surprising was seeing London buses overtaking tractors! I love that you can enjoy the amazing food, culture and transport links whilst being a short walk from open countryside as well as lovely large open spaces like Hampstead Heath and Alexandra Palace. During lockdown, the nearby green space has been such a gift as a place to pray and unwind”.*

## Who are we looking for? Could it be you?

We are looking for the right person to lead the day-to-day operations of St Barnabas, supporting the delivery of our vision, strategy and mission action plan. We are looking for an experienced, self-starting individual to join our staff team in this key area of church life. This is a significant role working closely with the Operations Director and Clergy. If you love planning, organising, and keeping things on track, read on. If successful, you would find yourself in a large and supportive staff team, with amazing committed volunteers, and in a wonderful, diverse church family. We're confident this is a fun place to work and we would invest in you to grow as you follow God's call in serving his church.



We recognise that this is a hefty job description and person specification (below). Please do not let this put you off as we recognise that you may be stronger in some areas than others. This is a key appointment for us and we want the person God is calling to the role. Please apply if you feel you have transferable skills e.g. from business/education, but less experience in the church/charity sector.

At St Bs we are on a journey to remodel every level of our church's leadership to reflect the diversity of our membership, and we particularly welcome applications from people of the global majority.

## What can we offer you?

- An opportunity to use your gifts and abilities for God
- A team and community that will support and encourage you
- A collegiate culture with regular line management to encourage your development
- A lovely working environment with views over London
- Cloud based office, membership, finance and HR packages and leased line broadband on the way
- A realistic budget to facilitate current operations and growth opportunities
- Necessary expenses fully reimbursed in a timely way and the technology needed for your role

## JOB DESCRIPTION – HEAD OF CENTRAL RESOURCES



**Responsible to:** Operations Director  
**Workplace:** St Barnabas, 913 High Road, North Finchley, N12 8QJ  
**Contract:** Permanent full-time  
**Salary:** £30,000 to £32,000

### Objective

To lead the Operations Team to deliver the day-to-day operations of St Barnabas, thereby supporting the delivery of the St Barnabas' Vision and strategy/mission action plan.

### Main Tasks and Responsibilities

#### *Management*

- Manage the day-to-day operations of St Barnabas as directed by the Operations Director and according to the values, standards, and budgets of the Parochial Church Council (PCC)
- Line manage currently three operations team members
- Oversee the smooth and efficient running of the church office, and other administrative resources
- Oversee the development of management information systems (e.g. ChurchSuite, CitrusHR, Microsoft 365, Trello)
- Oversee the provision of effective information technology to staff and volunteers by the church's IT consultant
- Support the Vicar and PCC by ensuring correct and up to date governance policies, protocols and administrative processes and practices are in place (including e.g. PCC secretarial and COVID-19 response)
- Ensure correct reporting is in place to external agencies (e.g. Church of England, Charity Commission, Companies House)
- Contribute to finance strategy and support the finance manager and treasurer as necessary by e.g. helping to advise on financial implications of leadership decisions; consulting with budget holders on their budgets
- Work with church plant leads to develop a memorandum of understanding defining services provided by the Operations team to existing and future church plants
- Other projects as required to deliver the day-to-day operations of the church in support of the church's vision

#### *Human Resources*

- Ensure that accurate employment policies and procedures are in place, compliant with current employment legislation and good HR practice in liaison with CitrusHR e.g recruitment policy; staff handbook
- Implement Safer Recruitment and onboarding process to ensure effective hiring of staff and volunteers
- Maintain accurate personal records, up-to-date contracts and JDs for staff as appropriate and according to GDPR guidelines using CitrusHR
- Oversee learning and development for all staff as necessary to include compliance training. E.g. Health and Safety; GDPR
- Ensure all staff have regular Performance and Development Reviews (PDR) and personal objectives to deliver the vision and strategy of the church
- Help to create and sustain a positive working environment that embodies the culture and values of St Barnabas
- Ensure Volunteer agreements and safeguarding requirements and training are kept up to date

#### *Other*

- Attend and contribute to weekly "staff prayers" meeting and other staff retreats and conferences
- Offer general assistance as needed in busy periods of the life of the church
- Welcome and assist as needed visitors to the church, offering prayer as needed in absence of pastoral staff
- Undertake any other duties that may reasonably be required by the Operations Director
- This job description does not form part of your contract of employment and is intended as a guide rather than a template, giving an idea of the demands and duties generally required by such a role. It will need tailoring to ensure it meets the demands and needs of the role and the particular context in which you operate

## PERSON SPECIFICATION – HEAD OF CENTRAL RESOURCES



Please check the following list of characteristics before making an application.

<b>Requirements</b>	<b>Desirable</b>	<b>Essential</b>
Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory employment references covering the last five years, and where appropriate, a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct		X
There is an Occupational Requirement under the Equality Act 2010 for the applicant to be a committed Christian		X
To adhere to the Statement of Belief of the Evangelical Alliance ( <a href="http://www.eauk.org/about-us/basis-of-faith">www.eauk.org/about-us/basis-of-faith</a> )		X
To be (or become) a committed member of St Barnabas, regular in Sunday worship, and actively volunteering in the life of the church and its ministries		X
To take an active part in weekly staff prayers, any team away days and a biennial spiritual retreat for all staff		X
<b>Skills and experience</b>		
Experience of working in a busy office environment.		X
Ability to establish strong working relationships with a diverse team		X
Highly organised with good time management and the ability to multitask		X
Experience of successfully overseeing and implementing complex projects		X
Previous line management responsibility and proven experience of managing employed staff and volunteers		X
Experience of developing and implementing operational policies and procedures		X
Experience of implementing HR policy and practice		X
Experience of working with online office software (MS 365, ChurchSuite, Expense Plus, CitrusHR or similar)		X
Experience of working within some kind of regulatory compliance framework e.g. awareness of GDPR		X
Experience of managing finances and budgeting		X
<b>Personal Qualities</b>		
Excellent communication skills (written and verbal)		X
Good team player and delegator		X
Self-starter: the ability to work with initiative and minimal supervision		X
Ability to competently handle a demanding and varied workload, prioritising and delegating as needed.		X
Strong and effective management skills		X
Ability to confront and manage conflict in an appropriate manner		X
Highly confidential and trustworthy		X
<b>Other</b>		
Understanding of the mission and organisation of the Church of England	X	
Experience of working within a church/not for profit environment	X	
Experience of a customer relationship system e.g. ChurchSuite	X	

If you would like to discuss the role before applying please contact Peter Troup our Operations Director by email: [petertroup@stbarnabas.co.uk](mailto:petertroup@stbarnabas.co.uk) or phone: 020 8343 5770.