

# The Lantern Church Operations and Project Manager

Part-time role

£24-28k pa (pro rata), depending on experience

# The Lantern

[thelanternchurch.org](http://thelanternchurch.org)



## An introduction from the vicar...

At the Lantern our vision is to be a **family of God sharing his heart to reach the lost, grow the found and transform our community.** We value intimacy with God, belonging, seeing the Kingdom of God grow in our area... and having plenty of fun along the way. We take God very seriously, but not ourselves.

The church is already a well established, relatively large community with a welcoming, generous and missional culture - a great foundation. There is plenty going on, many fruitful ministries, a fantastic staff team and a call to become a resourcing church in our Diocese. We are also part of a wider church family, with two other churches in the parish, Canford Magna Parish Church and St Barnabas, Bearwood. We are also an active member of the New Wine Network of churches.

This role is a highly significant and strategic one. We are looking for someone able to take on a senior position within our staff team, overseeing the healthy functioning of the team in the office as well as working closely alongside the vicar and wider leadership to help deliver our developing vision goals. Even before Coronavirus hit, we were planning to advertise this role, but the role now seems even more pressing as we seek to listen well to God and embrace the change and new things that he is calling us into. If this role is for you, you will be excited to help turn vision into reality, able to spot detail without losing sight of the big picture, and understand the importance of healthy operations.

We are praying for you as you discern whether God might be calling you to join the church family and staff team here on the south coast. This role requires an enhanced DBS check. Application form available on request ([info@thelanternchurch.org](mailto:info@thelanternchurch.org)) The application deadline is 4pm on Friday the 18th September 2020, with interviews, if shortlisted, on Monday 5th October.



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### Introduction

We are excited to be looking for the right person to join an already thriving staff team at the Lantern and help see the church grow in its vision effectiveness both now and into the future. This person would be an enthusiastic supporter of our vision statement, have a heart to serve and release others into greater fruitfulness and an ability to identify and solve problems, as well as implementing and overseeing larger-scale and longer-term projects. They will thrive in a 'second chair' position of leadership, have an attention to detail and enjoy seeing projects completed and vision implemented.

### Purpose of the role

- To work alongside the vicar and staff team in delivering the overall vision of the church.
- To be the vicar's 'right hand' in overseeing the operations and management of the church offices.
- To find solutions and project manage change to 'map and move' the church towards its vision priorities.

### Character

- Positive, glass-half-full and can-do attitude
- Pro-active and a self-starter
- Responsive and flexible
- Humble enough to recognise personal weaknesses and receive collective wisdom
- ...and confident enough to innovate, initiate change and lead others
- Personable and collaborative, serving the staff, church family and wider community
- Unflappable and calm under pressure
- A person of character, maturity and a 'culture captain' – oozing the vision and values of the church
- Wise and 'unhurried'
- Servant hearted

### Core tasks and responsibilities:

- To be led by Jesus, knowing you are loved, accepted and valued by him and that who you are is more important than what you do
- To support and serve the existing staff team, helping to problem solve and release them even more effectively in their areas of ministry
- To support the vicar, helping him to identify areas for improvement in areas of day to day operations as well as implementing and overseeing larger-scale projects and change
- To be a leader of others, releasing staff and other members of the church into areas of service and calling
- To line-manage the 'operations/admin' side of the staff team
- To ensure operational standards and procedures are adhered to
- Oversee operations of the whole church site and its buildings, including but not limited to liaising with buildings and maintenance teams, H&S officer, Safeguarding officer, Accounts team, cleaning team
- Familiarity with GDPR and H&S compliance
- Ensure staff training is up to date for things such as safeguarding, GDPR and H&S
- The ability to recruit well and build team around you, both volunteers and staff
- Management of the office, working alongside other admin team in the parish
- Development of ChurchSuite and other software to support the delivery of our vision
- To be an ex-officio member of the Sub-Committee, providing a link between staff team and the lay leadership of the church

## Competencies and Experience

- An eye for detail as well as being able to see the bigger picture
- A strategic thinker
- Completer-finisher
- Project planning experience
- Well organised, but flexible
- Faithful in the 'little things'
- Good interpersonal skills with people of various ages and backgrounds
- Familiarity with accounting software helpful
- Evidence of being a team player and the ability to lead others
- Highly IT proficient, especially with Microsoft Office and demonstrates the ability to learn new skills as technology develops
- Able to communicate effectively and responsibly through 'off-line', online and social media platforms
- The ability to be able to prioritise and plan
- The ability to spot gaps, identify inefficiencies and get satisfaction from delivering change

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## Terms and Conditions

Employed by:	The Lantern Church & Canford Magna PCC
Responsible to:	The Vicar - The Lantern Church
Key relationships:	Vicar, Staff Team, Lantern Sub-Committee, Worship Team
Length of contract:	Permanent, subject to a six month probationary period, with reviews at three and six months, then every six months thereafter
Place of work:	Primarily the Lantern Church and offices
Hours of work:	This is initially a part-time role with an expectation of 22.5 hrs per week, including Mondays (staff meetings) and might work well with shorter hours over most days, for example, during school hours. <b>Initial working days to be negotiated.</b>
Holidays:	Based on statutory requirements (28 days incl bank holidays pro rata)
Expenses:	Reimbursed as required and when within budget
Conditions of role:	You are an employee of the Canford Magna PCC (there are three churches in the team), you should refer to the CMP Staff Handbook for more details on the conditions of your role. An enhanced DBS is required for this role.
Pay:	£24-28k per annum pro rata (based on 37.5 hrs pw full-time equivalent), depending on experience, with pension provision. The PCC reviews pay annually.