



ROLE PROFILE

JOB TITLE:	Operations Manager
AGREEMENT:	Permanent Full Time – 37.5 hours
SALARY:	£40,000
LOCATION:	Selby Abbey, Selby, North Yorkshire

BACKGROUND:

An exciting opportunity has arisen for a newly appointed Operations Manager to be a key and influential member of the Selby Abbey team.

Selby Abbey is a leading place of worship in the heart of Selby, North Yorkshire and a significant cultural and heritage venue for the people of Selby and surrounding area. We are a Church of England Parish Church in the Diocese of York with a regular pattern of services of worship on Sundays and during the week and seasonal services throughout the year to which all are welcome.

We aim to serve the wider community of Selby and Yorkshire, nationally and internationally, by offering welcome and hospitality to individuals, groups and events that would like to visit, use and enjoy the Abbey for a wide range of cultural, recreational and spiritual purposes.

The Operations Manager role is a critical post to provide strategic and operational support to the Vicar and Parochial Church Council (PCC) of the Abbey. This post is essential to enable the Abbey to continue to be a cornerstone partner in a range of strategies from economic revitalisation, health & wellbeing, employment, attracting both local people and tourists.

The successful candidate will require empathy with the Abbey's ethos, mission, aims and objectives as a Church of England parish church, which seeks to provide a place of Christian worship and teaching and be an inclusive and welcoming community for all.

We are committed to safeguarding and promoting the welfare of children, young people and adults and the post holder will be required to undertake safeguarding training provided by the Diocese of York. As part of our recruitment process, anyone to whom an offer of employment is made will be required to complete a confidential declaration form. The form is strictly confidential and, except under compulsion of law, will be seen by those involved in the recruitment/appointment process and,



when appropriate, the nominated safeguarding lead. Any offer of employment will also be subject to an enhanced 'Disclosure and Barring Service (DBS)' check.

The post offers 28 days holiday inclusive of statutory bank holidays, a workplace pension and free on-site parking.

If you have the vision, drive and energy to shape and contribute to the Abbey's continual development please complete an application form.

Application forms can be obtained from office@selbyabbey.org.uk They should be returned to Selby Abbey, The Crescent, Selby, North Yorkshire YO8 4PU marked F.A.O Canon John Weetman or via email at office@selbyabbey.org.uk

Applications must be received by 09.00 on Tuesday 31 December 2024.

Interviews will be conducted week commencing 20 January 2025.



PURPOSE:

The postholder will have overall responsibility for the safe, effective and compliant operation of Selby Abbey on a day-to-day basis. They will be responsible for all non-ecclesiastical aspects of the Abbey's work and will be expected to ensure that the use of the Abbey buildings and churchyard are maximised in serving the local community and generating income, without compromising its primary role as the parish church.

They will be expected to collaborate closely with ecclesiastical staff, staff on the payroll and volunteers and act as a key contact point with the Selby Abbey Trust, who assist with fund raising for major restoration and other fabric related appeals. They will also be an ex-officio member of the Joint Fabric and Safety Committee.

MAIN RESPONSIBILITIES

Strategic Leadership & Governance

- Ensure efficient administration of Abbey functions, including implementation and effective use of all systems and processes.
- Oversee effective delivery of all heritage projects and work, acting as key contact with relevant external agencies and freelancers.
- Take overall responsibility for all Abbey procurement decisions and processes.
- Develop and maintain policies and procedures required to ensure the PCC fulfils its duties and responsibilities as the church oversight body.
- Ensure compliance with all legal requirements and regulations and to interpret and communicate changes in the compliance framework.
- Development, implementation and management of the Abbey's Business Plan, ensuring action plans are in place to meet aims and objectives.
- Preparing and presenting operational reports at all PCC meetings.

People Management & Development

- Line management of staff and volunteers as shown in Annex A.
- Development and supervision of performance management frameworks for paid and voluntary staff and volunteers and keep under review all role descriptions, contracts and terms of employment.

Operations & Finance

- Take overall responsibility for all revenue generating activities delivered under the auspices of the PCC, including the café and one-off events.



- Work with the Treasurer to ensure appropriate financial management processes are followed and that management and statutory accounts are produced as required.
- Work with the vergers to ensure that the Abbey is always clean, set up and compliant for all services, visits and events.
- Oversee effective management of the community premises owned by the Abbey: namely the Hawdon Institute and St Richard's Centre.
- Establish and implement a diary management system.

Communication & Engagement

- Enable delivery of schools and educational visits, acting as key contact with schools and colleges and all others involved.
- Co-ordinate, prepare and issue notice sheets, newsletters and updates on the website.
- Work with the volunteer Events Co-ordinator, to organise and deliver events within the Abbey in ways that demonstrate its commitment to welcome, whilst complying with all relevant legislation and policies.
- Develop use of IT & Technology in day-to-day operation of the Abbey to include an office email operating system.



PERSONAL SPECIFICATION:

Education/Qualifications

- Level 5 Chartered Management Institute (or equivalent) Leadership & Management qualification or equivalent professional experience.
- Institution of Occupational Safety (IOSH) Managing Safely or equivalent.

Skills/Aptitudes

- Strong personal communication skills, both verbal and written including the ability to draft and prepare correspondence and other material, including presentations.
- Highly confidential, discreet and diplomatic.
- Attention to detail.
- Good knowledge of IT, ability to use Microsoft Word, Outlook, Excel, Teams, the internet and social media platforms.
- Flexible, well organised, methodical, able to meet agreed deadlines.
- Ability to collect and collate information and data and understand data protection requirements.
- Strong team working skills and collaboration skills.

Knowledge/Experience

- Experience in leadership, operational management and people management skills.
- Experience of administrative, planning, organising and problem-solving skills with a focus on 'getting the job done'.
- Empathy with the Christian faith and the ethos, mission and aims of a Church of England parish church.



Annex A

