

Job Description

Change Manager (Operations)

Responsible to:	Change Manager (Operations)
Line Manager:	Operations Manager
Work base:	St Barnabas Church & Solar House
Hours:	Full Time (A four day week may be considered for the right candidate).

Objectives

The “Go & Grow” Project is all about St Barnabas church moving from its current back-road location to a large church centre and community hub on the North Finchley High Road. The project has been described as the most exciting church development project in the country, and is one of the largest development schemes ever undertaken by a Church of England parish church. The Change Manager (Operations) {CMO} will play a key role in ensuring that the relocation Project runs smoothly to time and budget. Your focus will be on infrastructure – coordinating logistics for this important move, upgrading systems, contracts, equipment and technology to support ministry in the new facility. You will need to be a proactive self-starter who can take responsibility and work out for themselves what needs to be done make this move a success.

This is a fixed term six-month contract (subject to review) being funded by specific Go and Grow resources.

People-links:

- To play a full role as a member of the church’s staff team, interacting with staff, volunteers and church members regarding the Go and Grow Project.
- To be directly responsible on a day-to-day basis to the Operations Manager, and ultimately to the PCC. To work closely with the Go and Grow Project Director.
- To liaise with the Churchwardens and the Treasurer where necessary, and be accountable to them for their proper legal responsibilities.
- To attend some Go and Grow and church leadership meetings by invitation, some of which occur in the evenings.
- To liaise with the new Solar House management company and maintenance contractors.

Main responsibilities and tasks:

To apply change management principles, process and tools to ensure success with the church’s move to Solar House including in the following areas:

- Coordinate the logistics of the church’s move to Solar House including seating plan, furniture, data, risk mitigation, storage, and office equipment.
- Create move implementation plan, working with removals company, including implementing timeline for staff and ministry leaders to ensure smooth transition to Solar House.
- Make a significant contribution towards planning for the implementation of the Travel Plan (educating the congregation on travel options other than cars); how to deal with concerns from neighbours about noise, parking, etc. Also consider the impact of the move on hospitality teams.

- Oversee the purchase and installation of new kitchen and café equipment at Solar House on time and to budget.
- Support the internal and external Communications for the Project by liaising with staff, project director, design team, church designers and donors/lenders.
- Monitor the progress of client fit-out costs against budget, reporting as necessary to church leadership, and liaising with church finance staff.
- Ensure memorial plaques etc. are relocated in line with Anglican regulations.
- Apply common sense and general organisational ability to ensuring that our management and maintenance arrangements for Solar House are adequate, and that costs are reduced wherever possible from current levels.
- Make a significant contribution to considering how the operations team will function in the new building, including reception, cleaning, deliveries, security and hosting community events.
- Work with the church's IT consultant and Project IT/AV consultant to ensure a smooth transition to Solar House with no disruption to IT/AV provision.
- As time allows, to provide administrative support to the Operations Manager, and to undertake other tasks as agreed with the Operations Manager.

The CMO will be required to attend weekly staff prayers and to be in sympathy with St Bs and New Wine vision and values. Attending Sunday services occasionally to give progress updates may also be required. This post is subject to completing "safer recruiting" procedures, eligibility to work in the UK and satisfactory references.

Post Requirements	Essential/ Desirable	Criteria	
Experience relevant To post	E	Experience of successful change management	
	E	Experience of interpreting financial management information	
	E	Experience of project management	
	E	Experience/understanding of how similar scale churches/faith based organisations operate/are governed	
	D	Experience of leading a team and/or taking leadership responsibility	
	D	Experience of Building Projects/office relocation and/or property management	
Competencies and Special aptitudes	E	In sympathy with and supportive of the ethos and vision of St Barnabas and New Wine values	
	E	A flexible self-starter with the ability to work on own initiative and take responsibility	
	E	Outstanding interpersonal skills with the ability to both be a team player and to get the best out of others	
	E	Clear mind, able to analyse situations, think strategically, innovate and apply common sense	
	E	Excellent organisational skills, accuracy and attention to detail	
	E	Excellent communication skills	
	E	Excellent IT (Microsoft Office or equivalent) skills	
	E	Able to work well under pressure, and to switch off when not at work	
Education and Knowledge relevant to job	E	Good all round education to Degree level or equivalent	
	D	Professional training/qualification in change management/business administration/facilities management	
Other job requirements	E	A UK or EU passport or holds current Indefinite Leave to Remain (ILR) in the UK	
	D	Current driving licence	
	Key: E = Essential D = Desirable		