



**The Parish Church of All Saints
Leamington Spa**

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'where hope is nurtured'

Job Specification: Development Manager

Context

All Saints' Parish Church, Leamington Priors is the town centre Parish Church of Leamington Spa, with a history dating back over 900 years. It was rebuilt on a substantial scale in the French Gothic style in 1842, and the building was further extended in stages until 1902, making it one of the largest parish church buildings in the country. The relatively small congregation is diverse in age and background, drawn from around and beyond the town. The high quality of music and its prominence in the liturgy are among the factors which attract and inspire worshippers. The principal sung Sunday services are the weekly Choral Eucharist at 10.30am (Common Worship Order One), and monthly Choral Evensong at 4.30pm from the Book of Common Prayer.

The weekday ministry of the church pre-lockdown included a weekday coffee shop within the building, a programme of concerts, recitals and exhibitions, and the 'NightLight' project offering free hot drinks and a listening ear to clubbers and others around late on Friday nights. The Space, for people experiencing loneliness, anxiety and depression, was a weekly group focused on exploring faith. These are all on hold.

Our support groups for new parents and for those who identify as LGBT+ continue, and we are also hosting an Age UK support group. Preparations are in hand to add a student support project and resume The Space early in 2021.

The Parochial Church Council (PCC) has worked during 2020 to develop fresh vision and strategy. The Urquhart Room, our meeting space at the West end of the church, has also been decorated and significantly refurbished with new heating, lighting, power and phone charging sockets, and furniture. The Organ Loft is being re-roofed and we have received grant aid towards a patch repair project for some of the other high-level roofs. Possibilities for more professional live-streaming equipment for use in worship and other activities are being investigated.

Following a trial run during October half-term, a weekly community breakfast is planned. This will run on a 'donate what you can' basis, so that people who are experiencing hardship can come without stigma. If necessary and subject to resources, this could be extended to a weekday breakfast or to a weekday evening meal.

In the medium term, we plan to re-start our own programme of recitals and encourage back other formerly regular users of the church building. We are also acutely aware of the need to increase and diversify the use of the church and to develop additional income streams. Our plans include marketing the building to a wider range of potential users (as yet unidentified), and to investigate the feasibility of accommodating day conferences for local businesses. A project is ongoing to revitalise the former churchyard adjacent to the church as a quiet meditative space for the use of the whole community. A labyrinth is planned as the centrepiece. All of this is in addition to the development of our role as the town centre Parish Church.

The church is situated close to the heart of the area identified as Leamington's Cultural Quarter, bringing fresh long-term possibilities for development. In the short term, Coventry City of Culture 2021 and the Birmingham Commonwealth Games 2022 offer additional opportunities for outreach and potential grant funding.

The small but committed Friends' group, which is a separate charity, is active in organising occasional activities including film nights, concerts, and fairs, aiming both to develop links with the local community and also to raise funds.

The church strives to be welcoming and inclusive, seeking an atmosphere of affirmation and encouragement in all areas of church life. Our values are integrity, compassion, commitment, creativity, and wonder.

Major repairs to the building are required. Applications for very significant amounts of grant aid will need to be planned and phased over a number of years once funding opportunities resume. This, along with a lack of capacity, is the greatest challenge faced by the church.

The Vicar is also Vicar of the neighbouring parish of Holy Trinity, Leamington Spa. A Pioneer Curate is currently working on an extended project there, taking responsibility for day-to-day running under the supervision of the Vicar. This in turn has enabled him to focus more on the needs of All Saints.

Further information about the church can be found online:

Our website:	www.allsaintschurchleamington.org.uk
Our Facebook page:	www.facebook.com/allsaintschurchleamington
Our Twitter feed:	www.twitter.com/allsaintsleam

Applications

Informal Enquiries

Anyone wishing to have an informal discussion about the role is invited to ring the Vicar, Fr Christopher Wilson on 01926 424016 or 07445 560607 or email vicar@allsaintschurchleamington.org.uk

Application

To apply for the post, please send a CV and a covering letter outlining relevant experience and your vision for the post, and details of two referees. References will be required for shortlisted candidates.

Applications should be posted to:

Fr Christopher Wilson,
The Vicarage
Clive House
Kenilworth Road
Leamington Spa
CV32 5TL

Selection

Shortlisted candidates will be invited to an interview and will be asked to complete some assessment tasks. Further details will be provided along with the invitation to attend for interview.

Terms and Conditions

Title	Development Manager
Hours per week	15. Some flexibility is expected as evening and weekend working may be required from time to time.
Salary	£12,000 pa (£30,000pa full-time equivalent)
Post	1 year fixed contract (following a 6 week probationary period). The PCC would consider renewal for a further period of time based on successful performance and funding availability.
Pension	All Saints' Church participates in the Pension Builder 2014 section of the Church of England's Church Workers Pension Fund. The employer contribution is of a minimum of 4%.
Employer	All Saints' Leamington Priors Parochial Church Council

Job Purpose

The Development Manager (DM) will work with the Vicar, the Parochial Church Council (PCC), and the Parish Administrator to facilitate the growth of the church's ministry and mission in line with its ethos, aims and vision.

All Saints' has a unique significance in the town, as the historic Parish Church and as a building of considerable size and historic value. It presents both a challenge and a tremendously rewarding opportunity for someone of creativity and enthusiasm who can help the church increase its capacity and develop its vision. Previous relevant experience is required.

The job will entail:

- Managing human resources
- Developing, updating and implementing written policies
- Supporting the Treasurer and Finance Committee
- Developing grant applications
- Leading on stewardship within and beyond the congregation
- Marketing the building for social, cultural and income-generating purposes
- Assisting with facilities management of the church building

The DM will need to have an appreciation of the challenges involved with the upkeep of Listed Buildings, an understanding of the legal framework surrounding the use, upkeep and development of Church of England churches, and a proven ability to write successful proposals for grant applications.

This post is for 15 hours per week, working from home with some attendance in church required. The hours are to be worked flexibly by mutual agreement.

Reporting Structure

The post-holder will report to the Vicar.

Key duties and responsibilities

1. Ensure that all staff have an up-to-date contract.
2. Ensure that all volunteers have clear written work agreements.
3. Ensure the church's equality policy is clearly communicated.
4. Ensure that all policies and procedures comply with legal, regulatory and safeguarding requirements. This will involve the writing of some policies and the review and updating of most policies on a regular basis. This responsibility does not extend to the Safeguarding policy.
5. Manage recruitment, performance management, appraisal and development for staff and volunteers.
6. Ensure staff, volunteers, and where appropriate members of the congregation have a clear understanding of the policies and procedures and the importance of putting them into practice.
7. Monitor the way policies and procedures are actioned and provide support where necessary.
8. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
9. Attend and contribute to meetings of the Finance Committee and such other committees as may from time to time be required.
10. Work with the Treasurer and Finance Committee to set and review budgets, investments and cash flow.
11. Manage the staff payroll including pension schemes and associated services.
12. Investigate grants and develop grant applications, liaising closely with the Vicar and PCC.
13. Take a leading role in developing stewardship both with the congregation and with the wider community, in order to increase volunteering and income.
14. Actively market the building for additional uses in accordance with the PCC's strategy.
15. Oversee the maintenance of the church in accordance with the Maintenance Plan.
16. Apply for appropriate permission to undertake works (List A, List B, Faculty, Planning Permission).
17. Ensure all work undertaken and other fabric matters are recorded in the church Log Book.
18. Lead on facilities management, procurement of equipment, meeting contractors on-site, etc.
19. Provide cover for the Parish Administrator's key responsibilities where necessary.
20. Attend site meetings as required.
21. Such other duties as may from time to time be reasonably requested

Contract of Service

Appointment will be on the basis of a full Contract of Service including the above duties and responsibilities. A probationary period of six weeks will apply.

The post is subject to a criminal record check and a satisfactory DBS certificate.

Person Specification

Skills	Essential	Desirable
Excellent interpersonal skills with both professional colleagues and lay leaders and volunteers, including tact, diplomacy and ability to liaise with a broad range of people and abilities	√	
Strong verbal, written and telephone communication skills	√	
Excellent planning and organisation skills	√	
Ability to analyse financial information and identify opportunities for additional finance	√	
Ability to prepare, develop, monitor and present budgetary information	√	
Ability to manage and inspire teams and individuals	√	
Advanced knowledge of Microsoft Office		√
Knowledge of accountancy software, particularly QuickBooks		√
Experience		
Previous experience of working with church or business finances	√	
Proven ability in writing successful grant applications	√	
Experience of managing staff and volunteers		√
Personal Attributes		
Ability to work on own initiative	√	
Ability to anticipate and solve problems	√	
Confidence to suggest ideas and solutions	√	
Ability to co-ordinate and work on several different projects running concurrently	√	
Outstanding interpersonal skills	√	
Awareness and understanding of the need for a high level of confidentiality	√	
Enthusiasm, willingness, positivity, and commitment to the ethos, values and mission of All Saints' Leamington	√	