



**St Dionis church
Partnership Director
Job Specification**

Overview

Working closely with the Vicar of St Dionis church and the Chair of CAS Trustees, the Partnership Director will play a vital role in implementing the church's renewed vision to partner with the CAS charity in order to structure the ministry and mission of the church and charity such that local people encounter the love of God.

The Partnership Director will provide strategic support to the Vicar (and PCC) and Chair of Trustees (and CAS trustees) in areas such as Finance, Administration, Human Resources and project management.

Main duties and responsibilities

The Partnership Director will be responsible for

1. Oversight:

- Church programme including one off events and regular activities.
- Church support systems, from financial processes, communications and social media to HR management.
- Management of the CAS charity programmes of activity.
- Direct report from the Operations Manager and the Front of House & Facilities Manager; direct report into the Vicar of St Dionis Church and the Chair of Trustees.

2. Review and Development:

- Review and develop the support systems and pastoral structures of the church at every level – from integrating newcomers to ensuring that long term members are nurtured and supported.
- (With the CAS trustees) Review and develop all the charity's programme of activities and missional opportunities to ensure maximum effectiveness and efficiency in their delivery.
- (With the CAS trustees and PCC) Review and develop the Partnership's strategic plan to deliver the church's key priorities, including outreach to the local community.



- Review the Church and Charity staff team appraisal system and develop training and career progression.

3. *Establish:*

- (With the Associate Vicar and supported by the Operations Manager) Establish the 'Partnership' events timeline and priorities within the strategic vision for the Church/CAS Partnership.
- Establish and launch the distinct but linked brands and websites (St Dionis church, CAS Charity & Partnership) and prepare the start-up policies, terms & conditions and rate cards for the re-opening of the CAS Halls.
- Pro-actively increase use of hireable space to increase revenue.

Personal characteristics required

- Extremely well-organised and a reliable self-starter.
- Able to oversee teams and manage personnel within an emerging multi-ministry church setting (or equivalent); accomplished at delegating tasks and monitoring progress and evaluating performance.
- Natural propensity to release and coach others to develop their gifts and use them to serve the church and community.
- Pastoral awareness – capable of sensitively dealing with people from across the spectrum of both church and local community with discernment, tact and diplomacy.
- Trustworthy in handling confidential information.
- Able to appreciate the values and ethos of a voluntary organisation in the Charitable Sector.
- Able to work happily within the authority structures of the Church of England. They will be expected to be (or become) an active member of St Dionis church with a living, personal Christian faith.

Relevant Skills

- Proven ability to think clearly and implement strategy effectively.
- Experience at developing individual work performance as well as managing small teams of people.



- Ability to delegate well to colleagues; monitor and evaluate strategic progress; handle complexity and prioritise tasks.
- Excellent time management: able to work productively under pressure and to deadlines.
- Excellent communication skills, both written and verbal.
- High attention to detail – in all forms of written and verbal communication as well as in visual presentation.
- Highly competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook) with the confidence to use a web-based content management system (training provided if needed).
- Experience with accounting software (eg Xero) essential.

Previous work experience

- Seasoned experience in overseeing the implementation of programmes on a strategic and day-to-day basis in a small/mid-sized multi-ministry church, mid-sized voluntary organisation or equivalent corporate organisation is essential.
- Experience in directing the implementation of projects and events; the ability to delegate responsibility appropriately is essential.
- Experience in developing a team and/or evaluating individuals' performance is essential.
- Financial knowledge and a sound grasp of accounting principles would be a distinct advantage.

Working arrangements

- Working hours: 37.5 hours per week, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on specific occasions.
- Holiday: 30 days pa.
- Salary: £50,000 pa
- Reporting: The Partnership Director will be employed by the Parochial Church Council and will report directly to the Vicar of St Dionis church - in his capacity as vicar and on behalf of the Chair of CAS Trustees.



- Office Location: The Church Office, 18a, Parsons Green, SW6 4UH.

Equal Opportunities

St Dionis is an equal opportunities employer and will seek to ensure that every applicant for a job, and every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

- religious belief, in any case where the Christian base of the work is declared and is seen clearly to require membership of or links with the Church, or sympathy with the aims of the Church (GOR? Yes); and
- offending background, in any case where the criminal record history relates to the requirements of the post (see our 'Safe Recruitment of Ex Offenders policy' [here](#)).

Safeguarding

St Dionis church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

The person appointed for this role will be expected to share this commitment, to work within the policy and procedures of the St Dionis Safeguarding Policy (found [here](#)), and will be required to attend relevant safeguarding training.

All appointments are subject to acceptable pre-appointment checks, potentially including a satisfactory Enhanced DBS Check. At this stage a basic DBS check is required.