



Wycombe Deanery Discipleship Training Centre

Operations Manager

Role Description

Our Vision

To establish a community of young leaders serving local churches in towns and villages as part of a Discipleship Training Programme. This will lead to stronger church/school partnerships, more young families in Deanery churches and a pipeline of young leaders for the wider church.

Our Project

This project brings together:

- *12 Church Primary Schools – plus 6 Community Schools, together serving over 4,000 children 15 Churches – many in rural areas, with existing church-school links they want to strengthen*
- *Up to 10 Trainees per year – aged 18-24 to spend a year in the Deanery Year-long leadership & discipleship programme – centrally taught, with placement in parish church School clubs*
- *Trainee-run weekly lunchtime clubs in school, each with 2-3 parish volunteers*
- *All-age services – lunchtime clubs feed into new or existing weekend church services*
- *Parish churches – build closer links with schools and welcome new families*
- *Central training – a Deanery-run Discipleship Training Centre in Marlow, providing training and co-ordination*
- *National Partnership – with New Wine, a training partner providing expertise and some national level training*
- *Financial resource – from Diocese & Deanery, so even small village churches can afford to participate*
- *Peer group – a community of young leaders who learn together and graduate into longer-term leadership roles and (from Year 3) sharing a community house.*

Our values

Serving Fellowships | Shaping Future | Spurring on Friends | Sharing Fire

The Person

1. A person who is honest, reliable, trustworthy and efficient.
2. Outstanding organiser who can lead and manage a complex and fast-moving project, keeping track of key deliverables, milestones, budgets and reporting.
3. Excellent people and teamworking skills.
4. Excellent IT skills, especially Microsoft Office and GSuite
5. Part-time, 12 hours per week, to include a Tuesday morning.
6. Able to work from church office in Marlow.
7. Of Christian faith, but not necessarily member of an Anglican church.

The role

The Centre Operations Manager, is an operational leadership role. Working closely with the Centre Leader, they will be responsible for setting up and establishing the operating procedures for the Discipleship Training Centre. This will include working across a very diverse range of systems, including Diocese, Deanery, schools, churches, New Wine and local communities. It also requires competency and experience of a wide range of work, including project management, continuous improvement, conflict resolution, budget management, residential property support, change management, IT systems and working in faith-based organisations. They will report to the Centre Leader and liaise with (and sometimes lead) key leaders such as Deanery clergy, the Area Dean, the Lay Chair, school staff teams and the 4U team of churches. They will be a great team player with a passionate and infectious Christian faith.

Key Responsibilities

1. Operational leadership and day to day running of the Discipleship Training Centre
2. Assist the Centre Leader with the continuous development of the training programme
3. Organisation and support of training days
4. Time, HR and budget management
5. Setting, monitoring and reporting of key goals

Key groups to work with

- DTC trainees
- All Saints Marlow staff team
- Visiting speakers
- Parish and Deanery treasurers
- Discipleship Year team, New Wine
- School staff teams
- Clergy and church volunteers

Details

Duration	1 year contract initially
Salary	£8,115p.a.
Accountable to:	Deanery Leadership Team (Mission & Pastoral Committee)
Employer	PCC of 4U Team
Line Manager	DTC Centre Leader
Place of work	Church Hall, The Causeway, Marlow SL7 2AA