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| **Post Title: Parish Business Manager** |
| **A picture containing diagram  Description automatically generatedResponsible to:** **Team Rector**  **Salary Range: £15-16 per hour**  **Hours:**  **20 hours/week all year round** |
| **JOB OVERVIEW**  **The Parish of Keighley is seeking an experienced business manager who can work closely with the Team Rector to provide smooth running of the Parish. In this unique role we are looking for someone who combines executive administrative and financial competencies alongside an appreciation of missional and pastoral objectives. The job holder would have experience of strategic overseeing finances, would seek fund-raising opportunities as well as supporting the Rector and the clergy team in delivering ministry across the whole of Keighley.**   * Supporting the Team Rector in leading the parish. Liaising with Clergy team, Parish Treasurer (a voluntary role) the PCC, Churchwardens, Diocesan Officers and funders to ensure that accurate reporting and advice is available * Horizon-scanning on behalf of the Team Rector, alerting them to issues that are or could be likely to impact upon the smooth running of the Parish * Oversight of parish finances including grant funding, monitoring and reporting. Supporting other staff members in completing fundraising applications. * A passionate desire to serve the Parish and support the vision for our churches in Keighley. |
| **KEIGHLEY PARISH**  Keighley became a united Parish in 2016 when 4 parishes were brought into a team ministry. Keighley is a post-industrial town in the top 5% of deprivation in the UK and we are actively addressing these issues through projects like our CAP debt centre and social supermarket. All Saints church closed for public worship in 2023 but the remaining three churches, St Andrew’s, St Barnabas & St Mark’s are working well together to share resources and maximise our impact for good. The parish has 2.5 stipendiary clergy, a number of licensed and retired clergy, and a team of part time staff and volunteers working across a range of projects such as children & families, CAP, Community Detox, elderly outreach and the good food shop.  There is a fifth Anglican parish in Keighley, St John’s Ingrow. The PCCs of both Keighley and Ingrow have recently voted to send a draft pastoral scheme to the Church Commissioners for St John’s to become part of Keighley Parish. It is anticipated that this will happen by the end of 2024.  In 2019 Keighley became one of five ‘Resourcing Churches’ in the Bradford area. Strategic Development Funding (SDF) has brought revitalization to declining congregations and enabled new ministry into two of our estate communities and among our town centre street community. This post is funded by SDF so that clergy are released for ministry. A key focus of this role will be to prepare for sustainable parish finances when this funding ceases in 2025. It is anticipated that with alternative funding in place, this role would continue beyond the end of SDF funding.  This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post. |

**Key Responsibilities:**

1. As the leading non-clergy professional, to work alongside and support the Team Rector and rest of the Senior Leadership Team and Parochial Church Council in furthering the mission and ministry of the parish. To be the line manager for staff in administrative functions.
2. Negotiate and influence strategic decision making with the Team Rector and Senior Leadership Team, advising upon the financial implications to both budget and 3-year plan, ensuring business continuity.
3. Horizon scan local and national trends that could have major risk implications and provide cost-effective solutions to future proof the financial integrity of the Parish.
4. Be a key member of the Senior Management/Leadership Team, Parochial Church Council and appropriate working group meetings.
5. Liaise with the Diocese regarding access to funds and other matters as required.
6. Ensuring appropriate induction, supervision and HR procedures for all staff.

**Financial Resource Management:**

1. To be responsible directly to the Team Rector and Treasurer for all aspects of financial management and compliance, including strategic planning, reporting, budgeting, forecasting, annual statement of accounts, routine procedures, systems and controls.
2. To work closely with the ‘Finance Ministry Team’ (delegated PCC group) to evaluate financial information and influence innovative or corrective actions. Helping to set and monitor annual budgets.
3. Prepare and present, with the treasurer, monthly budget monitoring reports to the Finance ministry team, a delegated sub-group of the PCC. With these trustees, then offer bi-monthly reports with commentary to the PCC.
4. To negotiate, manage and monitor tenders, contracts, licences and service level agreements to ensure effective and high quality delivery of services to the Parish and value for money. This will happen in line within the parameters of agreed delegated authority.
5. To source additional strands of funding in order to strengthen the Parish’s financial position.
6. To ensure payroll information is provided in an accurate and timely way to the provider.

**Other duties**

1. Have a good understanding of the life of the Parish community and play an appropriate part in events and activities; supporting the parish ethos, including representing the Parish in a professional and positive light at all times and to all stakeholders.
2. We would wish the post holder to be present in the parish one Sunday a month, attending the various congregations.
3. Maintain the highest level of confidentiality at all times
4. To undertake duties as specified by the Team Rector not mentioned in the above.

**Accountabilities:**

Comply with the requirements of and act in accordance with the Parish’s policies, not solely but including:

* Child and Adult Protection/Safeguarding
* Health & Safety
* Code of Conduct