

# Renewal

## Job Description

Job Title	Business Manager
Pay Band & Salary	Band 2, 40 hours per week
Line Manager	Chief Operating Officer
Accountable to	Senior Pastor, Elders, Trustees

### Job Role & Purpose

This is a management role reporting to the Chief Operating Officer. The Business Manager is tasked with assisting Renewal in the development and implementation of the systems and processes that will ensure the long term stability of the organisation. Focussing on income generation, organisational strategy and best practice, the Business Manager will work closely with the Chief Operating Officer, senior management team and heads of departments, and will relate to all staff at all levels of the organisation.

The Business Manager will be responsible for developing Renewal's strategic operating plan ensuring it is in line with the charitable objects and will use their strategy and leadership skills in the translation of ideas and plans into practical reality.

### Key Duties & Responsibilities

- Renewal's legal compliance in terms of risk register, document retention (schedule for policy reviews)
- Develop strategy for strengthening the organisational structure, in terms of staffing and systems
- To work closely with managers to deliver the Renewal Mission, Vision and Values and ensure it meets its strategic objectives
- Deputise for the Chief Operating Officer
- Critically assess progress of projects and adjust scope, outcomes, timeframes and resources accordingly, working with the relevant department heads and managers to achieve results
- Ensure Renewal is maximising business development and that any events are run with excellence
- To work closely with the Chief Financial Officer to set budgets and ensure financial targets are met
- To work closely with the Facilities Manager and Office Manager to ensure shared practice for all projects, events and operational work

- Oversight of the management of IT systems and networks

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

## Other Responsibilities

### **Vision, Policy and Planning:**

- Help determine short term and long-term solutions to fulfil goals set by senior management that are in line with Renewal's mission and vision, ensuring these maintain and develop the business and spiritual culture.
- Adherence to appropriate legislation as applicable e.g. data protection, H&S, etc.
- Help monitor Renewal's relevancy, effectiveness and results with regards to projects, conferences and events
- Identify problems and opportunities, and address or find solutions, bringing those beyond to the appropriate forums for discussion and/or decision
- Inform senior management about trends, issues, and activities to facilitate and strengthen policy making

### **Finance**

- Promote a way of working in a cost-effective manner, whilst maintaining an acceptable level of quality
- Work with the CFO on the fiscal activities of the organisation including budgeting, reporting and audit
- Work with a fundraising team to help design, implement and monitor viable fundraising plans, policies and procedures

### **Community:**

- Ensure Renewal's work is embedded within the community
- Listen to employees, volunteers, partners, and the community in order to improve amenities and generate community involvement. Assure community awareness of Renewal's response to community needs
- Help monitor relevancy to the community, our effectiveness and our results

### **Management**

- Delegated responsibility for the day to day operational running of the organisation
- Deputise for Chief Operating Officer where necessary
- Achieves financial objectives by preparing annual budgets; scheduling expenditures; analysing variances; initiating corrective actions.
- Assures organisational stability through development and implementation of standards, systems and procedures, and regular evaluation

### **Events**

- Listens to employees, volunteers, church partners, and the business community in order to improve amenities and plan relevant events.

### **General**

- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- Contribute to the growth and expansion of Renewal.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

### **Notes on role**

*The Business Manager* will be expected to handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and make decisions regarding administrative and event issues.

The *Business Manager* will be an empowering leader, one that can work as part of a team, bring transformation to areas of the church and be able to think bigger into the long term. They will work closely with other heads of department, staff members and senior management to collaborate and achieve goals together as one team.

The *Business Manager* will establish strong and appropriate relationships with the Senior Pastor, Elders and Trustees, employees, volunteers, Church Partners, Church attendees, external agencies, etc.

The *Business Manager* will have the ability to meet deadlines, maintain a flexible work schedule to meet the requirements of Chief Operating Officer, the Senior Management Team and the Elders and Trustees.

Hours worked may be outside regular working times and do include weekend work wherever necessary.

The *Business Manager* will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

## Knowledge, Skills & Abilities

### **Knowledge & Experience**

- Excellent people and team management skills
- Project management
- Knowledge and awareness of the remit of Renewal and it's work within the community

### **Skills & Abilities**

- Workflow management skills
- Excellent communication and interpersonal skills
- Decision-taking and delegating skills

- Time management and prioritising
- Commitment to Results
- High level of business awareness
- Leadership
- Ability to implement management and propose change
- IT skills, ideally with knowledge of networking

### **Qualifications**

- Maths and English to GCSE standard or higher

### **Personal Qualities**

- Disciplined and committed to growth
- Compassion and empathy in the undertaking of your duties, displaying wisdom and independent judgement
- High level of integrity
- Focussed, adaptable and willing to learn new skills
- Understand confidentiality and exercise discretion throughout your role
- Resilient

### **Job Location**

Solihull

For all Employees

### **Work to Renewal's Mission, Values & Vision**

We Are A **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant-hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are A **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

### **Flexibility**

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

### **Safeguarding**

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

### **Health & Safety**

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

### **Equality & Diversity**

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities & Dignity at Work Policy and Procedure.

### **Confidentiality & Data Protection**

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

#### **Renewal Solihull**

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