

**Operations Manager
(Finance, Governance and Projects)**

Christ Church Gipsy Hill

Vacancy Information Pack

Closing Date: 2 December 2024

Interview Date: 5 December 2024

Dear Candidate,

Thank you for your interest in the role of Operations Manager (Finance, Governance and Projects) at Christ Church Gipsy Hill.

This is an exciting opportunity to join our leadership team. We have recently welcomed a new vicar, Revd Jenny Dawkins, and are looking ahead with expectation to join in with all that God has prepared for us in the coming season.

Our priorities at Christ Church are:

Many nations

- To continue to grow in our Spirit-led life as a multicultural, multi-lingual church, reconciled as one body in Jesus Christ.

We have a significant ministry among Farsi speakers and others who are seeking asylum and housed locally. We are excited about the faith adventures God is already taking us on as we seek to grow as disciples together. As with the early church, this richly diverse environment brings great joys and some challenges! We are looking for someone who will enjoy the privilege and challenge of this environment, and will seek to grow in trust, humility and wisdom as we discern God's ways together.

Many generations

- We are grateful to be a multi-generational community, and, following Christ's call to His disciples to learn from younger generations (Matthew 18 2-4), we want to continue to invest in our ministry among children and young people. We are seeking to recruit a Children's Minister, are ready to develop in new ways, and pray that, under God, our ministry with younger generations will grow spiritually and numerically, reaching more of our younger community with the good news of God's love in Christ.

Salt and light in our community

- We want to see the gospel of Christ change lives and, filled with the Holy Spirit, to make a difference in our local community. Our weekly Open Door meal is one current expression of this, along with our hosting of a group for people with dementia, toddler groups and participation in local community events. We want to seek God's ways and discern God's plans as we seek to love Gipsy Hill well. We're looking for someone who wants to use their gifts to equip the whole church for faith adventures not only inside, but outside our doors.

Yours sincerely,

Job Description

Job Title:	Operations Manager
Salary:	£30-£34,000 per annum (pro-rata), dependent on experience (pro rata: 15 hours a week)
Employer:	The Diocese of Southwark
Hours:	15 hours a week, with the option to extend to 22.5 hours, to cover particular projects or use other gifts (see below). This would include Tuesdays 9-3pm, and a preference for Mondays, although we are open to discussing other hours as convenient.
Contract:	Permanent. To start as soon as possible. 3 month probation period.
Base Location:	Christ Church Gipsy Hill
Reporting to:	Revd Jenny Dawkins
Background:	This is an opportunity for someone with operational and administrative gifts to play a significant role in the mission of Christ Church Gipsy Hill.

Job Purpose:

The purpose of the role is to take responsibility for the management of office systems and financial processes, governance and policies at Christ Church. The role is vital to supporting the strategic planning of the church, with scope for developing and managing projects in community engagement, communication or other specific areas.

The post holder will also work closely with the Church Wardens and PCC who have legal responsibility for building and contents, and with our current two-day a week Operations Manager (Buildings and Office Administration), who oversees the building as well as other office tasks.

Key Relationships:

Vicar
Operations Manager (Buildings and Office Administration)
Church Wardens and PCC
Staff team, comprising Associate Vicar, Pastoral Minister, Ministry Assistant (Youth), Farsi Ministry Assistant, Operations Manager (Buildings and Office Administration) and Intern (Children and Youth). We are also seeking to recruit a Children's Minister.
Key volunteers within the church community.

Key Responsibilities:

The role covers a range of responsibilities and tasks, which fall into the areas outlined below. There is also the opportunity to increase the hours as indicated above, to develop and manage particular projects and priorities, depending on the gifts and passions of the candidate. This could include:

- developing and co-ordinating musical worship for the church.
- managing and developing our Open Door community meal;
- leading an overhaul of our website and other communications;
- managing practicalities of future church weekends away or other major events.

Operations:

- Developing, implementing and overseeing systems and operations to ensure the smooth running of church and office activities. This includes embedding use of ChurchSuite throughout our church operations.
- Ensuring the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection.
- Ensuring the church office is outward-facing and responsive, maintaining excellent relationships with the local community.
- Overseeing our Human Resources, overseeing contracts, administration and training, supporting our safeguarding processes, and working with the Vicar on team culture and equipping.
- Behind-the-scenes support for regular and occasional events, including Sunday services. This could include developing resources and systems for excellent welcome, risk management, and volunteer team co-ordination.

Finance:

In conjunction with the PCC Treasurer:

- Financial oversight of the accounts, including budget management, forecasting, reports, payroll, and growing giving.

- Working with others to oversee bookkeeping and reporting, ensuring that income and expenditure remain within agreed parameters and ensuring efficient management of resources.

Leadership:

- To contribute to prayerful and strategic conversations concerning the life, vision, values, and priorities of Christ Church, contributing to the shaping and sharing of a uniquely Christian vision for our activities and role in the community.
- Given the small staff team, to prioritise (and model) servant-hearted leadership, being humble enough to get hands dirty in particular tasks where needed, as well as practising supportive delegation, leading and developing others.

Governance:

- Facilitating and contributing to committees including Finance, Standing Committee and PCC.
- Reporting to Charities Commission and the Diocese of Southwark.

Other:

- Attending weekly and occasional staff meetings, retreats and conferences.

ABOUT YOU

Person specification:

You will be someone who is practical, strategic, efficient, organised and focused, ambitious for what can be done over the long-term, confident in taking the initiative - and all underpinned by a prayerful love and warmth for other people both inside and outside the church.

You will be someone who is excited about bringing your operational skills to Christ Church and will enjoy embedding, establishing or adapting systems and processes in order that the church stewards its resources responsibly, runs activities safely and well, and offers excellent welcome.

You will be someone who is committed to discipleship to Jesus, with a desire to see others grow in faith, love and hope as the Spirit is at work, and to see the church reaching out to be an agent of God's blessing in the neighbourhood.

Finally, you will be a cheerful team player who makes room for the gifts and talents of others but who is also confident in bringing your God-given contributions to the life of Christ Church.

Essential

- Financial and budget management experience.
- Self-starter able to work on own initiative, to identify problems and find solutions quickly.
- Confident with IT systems, including Google Suite.
- Great with people, with the ability to work collaboratively and cheerfully as a member of a team, as well as delegate to get the job done.
- Great attention to detail, with excellent organisational skills.
- HR administration or management experience
- A servant-hearted Christian wanting to grow in Christlikeness and to play a part in growing God's Kingdom.
- A heart for ministering in multi-cultural environments.

Desirable

- Practical experience working in a church context, including with ChurchSuite.
- Understanding of and experience with sound and visuals systems
- Bookkeeping qualifications.
- Experience of working with volunteers.
- Experience with safeguarding processes and administration.
- Excellent communication skills both written and oral
- Already a part of, or willing to become part of the worshipping community at Christ Church.

The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

Outline terms and conditions

Normal Place of Work

Christ Church Gipsy Hill.

Salary: £30,000-£34,00 pro-rata (2 days a week, with the option to increase to 3 days)

Pension

You will be eligible to be enrolled into the NEST scheme established by the government for auto-enrolment pensions, and be subject to the terms of the scheme.

Probation

The appointment is subject to the satisfactory completion of a three-month probationary period.

Hours of work

14 hours per week (with the option to increase to 21 hours). The role holder will need to be available for some evening meetings (for example, PCC or Finance Committee meetings).

Training

We are committed to enabling learning across our staff team, and will discuss and resource appropriate training with the successful candidate.

Holiday Entitlement

You will receive pro rata 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment.

Termination of Employment

During the three-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.