

## CHURCH OPERATIONS MANAGER

The aim of this key leadership role is to oversee operational strategies for Christ Church Spitalfields which support the mission of our church to see Jesus loved, Churches grown, and Society transformed.

The Operations Manager will work closely with the church leadership to ensure that systems to support the growth of the church family are efficient, innovative and sustainable. The postholder will have oversight of a portfolio of operational areas, to include financial and HR systems, buildings and facilities management, office management and logistics. The role will be key in monitoring and managing the contract with our Business Partner providing events management and catering.

The Operations Manager will provide an operational lead for Christ Church Spitalfields, developing links with other local churches and building networks with those who share our missional outlook and with whom we can learn and develop in areas of leadership and management.

### Reporting

Line Manager: Associate Minister (Darren Wolf)

Reporting: Standing Committee and PCC as required

### Terms & Conditions

Hours: a flexible full-time role, some Sundays and evenings required

Salary: £30-35k depending on experience

Annual Leave: 25 days, plus bank holidays, plus annual Christmas closure

### Responsibilities

As with all Operational leadership roles, we expect that this role will change, develop and grow as the church grows in its mission. The postholder will be a member of the Steering Group.

### Strategy and Development

1. Working within the strategy set by the Rector and PCC the postholder will seek to develop operational strategies that support the growth of the church.
2. Working with the Steering Group and other key staff to implement logistical systems to ensure the smooth running of services, events and church family activities.
3. Support the logistical arrangements necessary to ensure people are connected into church family quickly and efficiently at services and other events.
4. Ensure the communications database and other communication systems are of a high quality, fit for purpose and legally compliant.

## **Financial and HR Management**

1. Work with the PCC Treasurer and Finance Manager to ensure financial strategy is implemented robustly.
2. Work with the Finance Manager to ensure accurate and timely financial reporting, and analysis to inform decision making.
3. Work with the Finance Manager to ensure that financial accounts are kept efficiently, and financial controls are implemented smoothly and appropriately
4. Ensure the team are resourced and equipped for all church events and services. This includes Sunday services, Occasional services, meetings, courses, FOCUS (church holiday), Alpha, Student gatherings, CCSPITS Kids and other developing ministries.
5. Ensure processes are in place for working with volunteers individually and in teams.

## **Buildings Management**

### **Work with the Buildings, Facilities & Logistics Manager to:**

6. Ensure the historic fabric of the church and Hanbury Hall is cared for, maintained, and developed.
7. Ensure the historical and heritage aspects of the buildings are appropriately profiled, and made available to the community and general public in line with Christ Church Spitalfields vision for Open Church.
8. Ensure all areas of buildings management and maintenance are in hand to provide a safe and welcoming environment within all of our buildings.

## **Office Management**

9. Ensure all relevant policies, legal obligations and procedures are kept up to date and reviewed regularly.
10. Ensure the staff have adequate work space and ensure the smooth running of the offices.
11. Maintain links with other organisations and provide reporting to the London Diocese.

## **Business Partnership**

12. Monitor the interface between the church operations and our business partnership, including all cross charging, coordination of systems and calendars, and external relationship management.

## **PERSON SPECIFICATION - Operations Manager**

### Essential:

- Active Christian faith, passionate about the mission of Christ Church Spitalfields to see Jesus loved, Churches grown and Society transformed
- Strategic, innovative thinker
- Experience in leading teams and developing people
- Experience in negotiating with diverse stakeholders
- Experience in using financial information to inform decision making
- Ability to balance large-scale and small-scale vision
- Excellent organisational skills, including delegation and managing under pressure
- Excellent communication and interpersonal skills

### Desirable:

- Experience of working in operational management in a church or non-profit setting
- Experience of and enthusiasm for finding the best technology for management purposes
- Experience of working with commercial business partners
- Experience of working with listed buildings
- Understanding of Church of England structures

To carry out this post most effectively the candidate will be committed to Christ Church Spitalfields as your church family and place of worship.

### **Other requirements:**

2 referees.

Enhanced DBS required