

London City Mission

# Contract Manager

**LONDON CITY MISSION**

# A Unique Opportunity

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London City Mission (LCM) serves the church of London in sharing the love of God and the good news of Jesus Christ with the least reached of London.

One in three people don't have a Christian friend to invite them to church, open a Bible with them, or tell them the good news of Jesus. We want to see that change. The latest census data reports that under 10% of the inhabitants of London's poorest districts attend Christian churches. The poor areas of London are incredibly diverse, in fact London is the most ethnically diverse city in the world, growing at over 100,000 people a year. We believe that these ethnic groups, often living in the poorest areas of London, are in desperate need to hear the gospel but are least likely to be reached with it. The world has come to London – we long to see the gospel taken to the world by working alongside churches to visit homes and go out into the streets of London with the good news of the gospel. Why?

## Because London Needs Jesus!

For 185 years the gospel has been at the heart of all we do. Together with London's churches we show God's love in practical ways and continually look for ways to share the message of the gospel of Jesus Christ with the least reached people in our capital. Our monthly team gatherings include testimonies of how God is working amongst the least reached people of the city, and our deep conviction is that much more needs to be done – and can be done - at this urgent hour for London.

**This is a unique opportunity to impact London with the gospel**

We are now looking to appoint a Contract Manager to set up and deliver the refurbishment of up to 20 new residential properties and 15 owned properties, in a cost effective and timely manner – this will help facilitate a flourishing Church that is sharing the love of God and good news of Jesus Christ with London's least reached communities. It's a crucial and exciting time in the history and further development of London City Mission, and through this role the successful candidate will be able to make a difference in London for the salvation of souls and to the glory of God.

We are searching for a HR Ministry Partner who is driven by the conviction that **LONDON NEEDS JESUS**



# The Context

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Our Missionaries work with and mobilise churches to build relationships with people in their communities and share the transforming love of God in Jesus Christ to enable many people to put their trust in Jesus and to join his family, the Church. Our Missionaries carry and live out the gospel in London's neediest neighbourhoods where they live, work and worship, in partnership with churches.

To deliver our aspirations we have created clear lines of leadership, support and accountability for our entrepreneurial front-line mission teams. They are supported by our professional head office teams, and together we form one London City Mission team committed to the salvation of souls and the glory of God in London. As one mission team, we gather regularly to pray, train and hear updates that encourage and inspire.

Graham Miller was appointed as CEO ("Chief Servant") in 2013, being the youngest London City Mission CEO since its founder, David Nasmith. Following progress against a bold strategy over the last few years we have recently agreed an ambitious strategy for the next five years, reflecting our missional urgency. This places a greater intentional emphasis on partnering with churches to envision, engage and equip the Church in its evangelistic cross-cultural urban mission to the least reached and hardest to reach communities of London.



London City Mission currently has an annual turnover of approximately £7 million, which supports the work of approximately 80 front-line missionaries, 40 Mission Associates and 20 short-term placements, as well as our support teams at head office. We are also blessed to steward a portfolio of over 200 properties used for missional purposes, which includes a number of community based centres.

# Our Values



All of this is done in line with a set of values that LCM have developed to shape the way we work and relate with each other, with the Church and with the people and communities we engage with. Our values are set out below;

We are passionate about sharing the love of God and good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do this, we have developed a set of values which shape the way we work and relate with each other, with the church and with people in the communities we engage with:

#### Rooted in Christ:

Prayerfully dedicated to doing God's will and living His way, according to His word

#### Christ-Like Love:

Looking not to our own interests but to the interests of others because we are united as brothers and sisters in Christ

#### God-Glorifying Excellence:

Pursuing the best that we can be to glorify God and serve each other in all we do

#### Spirit-Inspired Courage and Perseverance:

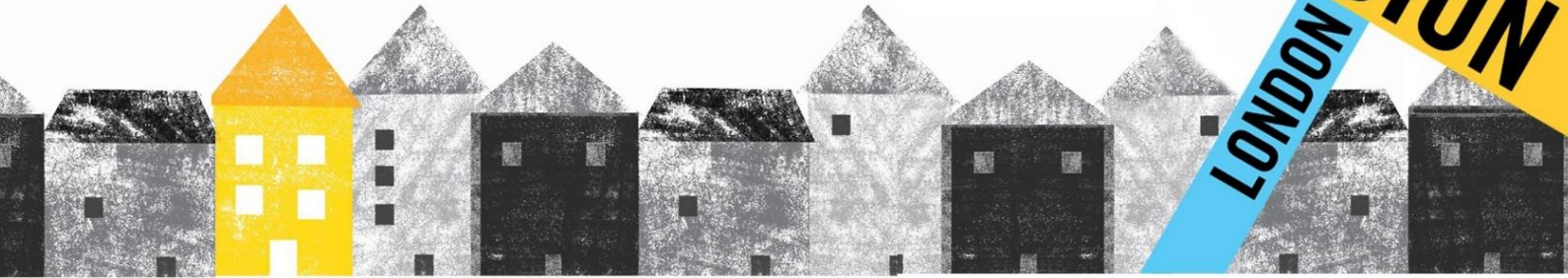
Standing firm, pushing through, paying the price for the sake of Christ and the gospel



# Statement of Faith and Conduct

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As Evangelical Christians we accept the following doctrines which we regard as crucial to the understanding of the faith, and which should issue in mutual love, practical Christian service and evangelistic concern:

- The revelation of the triune God given in the Scriptures of the Old and New Testaments and the historic faith of the Gospel therein set forth.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- The divine inspiration of the Holy Scripture and its consequent entire trustworthiness, clarity and supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from its eternal consequences.
- The justification of the sinner solely by the grace of God through faith in Christ crucified and risen from the dead.
- The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit.
- The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head and which is committed by His command to the proclamation of the Gospel throughout the world.
- The calling of all Christian people to a life of holiness and prayer according to the Holy Scripture.
- The expectation of the personal, visible return of the Lord Jesus Christ in power and glory.

# Additional Information

## How to apply

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To find out more about this role, and how to apply, please contact Christian Jobs who will be handling all applications for this role on behalf of London City Mission.

Your application, which should include a CV and covering letter, explaining clearly your suitability for this particular role, should reach Christian Jobs by 18<sup>th</sup> June 2021. You will receive an acknowledgement within 2 working days and an outcome from your application within 10 working days

Christian Jobs can be reached at the following:

[Christian Jobs](#)  
[joe.santry@christianjobs.co.uk](mailto:joe.santry@christianjobs.co.uk)  
[+44 \(0\)161 946 3550](tel:+441619463550)

Candidates may be interviewed before the closing date of 18<sup>th</sup> June 2021.

For shortlisted candidates the selection process will include two stages, each involving a panel interview with senior LCM colleagues who will prayerfully assess and seek to discern the selection of the right candidate.

Further details of the interview process and dates will be sent to short-listed candidates.

## **CONTRACTS MANAGER JOB DESCRIPTION**

<b>Department:</b>	Estates
<b>Reporting to:</b>	Facilities Manager
<b>Location:</b>	Blended working between Site, Home & London City Mission, Head Office at least as long Covid-19 restrictions are required. Very occasionally elsewhere in England or Wales
<b>Contract Duration:</b>	Minimum 18-month fixed term contract, 40hrs per week
<b>Salary:</b>	£28,000 - £32,000 per annum plus 11.5% pension

### **About Us**

At London City Mission we are passionate about sharing the love of God and the good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do that, we have developed a set of values which shape the way we work and relate with each other:

### **Rooted in Christ**

We are prayerfully dedicated to doing God's will and living in His way, according to His word

### **Christ-Like Love**

We look not to our own interests but to the interest of others because we are united as brothers and sisters in Christ

### **God Glorifying Excellence**

We pursue the best that we can to glorify God and serve each other in all we do

### **Spirit-Inspired Perseverance and Courage**

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

### **Overall Purpose of the Role**

The purpose of the Contracts Manager is to:

- Selecting and managing competent contractors for the approved contractor list
- Refurbishment of up to 30 void residential properties
- Contractor and works management
- Meeting compliance and H&S requirements

### **About You**

- You are wholly committed to growing in your evangelical faith, rooted in Christ. Prayer and the study of the Bible is foundational in your own spiritual walk.
- You will have a passion to reach least and difficult to reach communities in London with the gospel.
- You will enjoy working alongside Christians.
- You will have excellent people and administration skills.

### **Summary of Main Responsibilities**

- Scope out, tender and oversee the refurbishment of 20 new and 15 existing residential properties
- Report and monitor progress
- Deliver on time, to budget
- Meet Charities Act and internal governance requirements

## **Responsibilities**

- To support the Facilities Manager in ensuring all purchased and void return properties are refurbished to an agreed standard, in a timely and cost-effective manner with contracts being closed off
- Increase pool of approved contractors and verify through tenders
- Tender works package to 5-6 new and existing contractors
- Assess properties, arrange compliance surveys, interpret surveys, prepare & issue schedules of works
- Produce tender reports, obtain approval to proceed
- Appoint and monitor contractors
- Liaise with planned occupiers (client) and other key stakeholders to ensure projects meet client requirements
- Manage multiple refurbishment projects simultaneously
- Manage project health and safety and compliance matters
- Carry out snagging and ensure works are complete
- Ensure property is ready for occupation
- Manage resident move in and related property vacating
- Collate compliance certification and final project sign off
- Report progress to stakeholders on a weekly basis

## **Additional duties**

- Perform any other duties as may from time to time be reasonably required

## **Expected Standards**

All employees are expected to:

- Fully participate in the spiritual life of LCM including attending the annual week of prayer, monthly Team Days, and weekly/daily staff prayer meetings.
- Exhibit proactive leadership on health, safety, and wellbeing within your own areas of responsibility. This will include regular communication with employees, volunteers, and others to maintain and raise standards.
- Ensure compliance with General Data Protection Regulation principles and practice.
- Be an advocate for and role model LCM values.
- Attend LCM provided training needed to support you in the delivery of the requirements of your role.
- Be a committed member of a local church.

## **Key Internal Relationships:**

- Reports directly to the Facilities Manager.
- Close relationship to the Acquisitions and Disposals Manager, Acquisitions and Disposals Officer, Estates Manager, Maintenance and Refurbishment Supervisor, Estates Administrator and other colleagues in the Estates Department.
- Colleagues being housed, normally in the Ministries department
- Finance and HR as necessary

## **Key External Relationships:**

- Contractors
- Consultants, e.g. Surveyors



## Person Specification

### A. Experience:

#### Essential Qualifications

Candidates must:

- Client-side experience of delivering multiple simultaneous residential refurbishments
- Direct experience of being part of team delivering significant volume of transactions
- Customer service focus

#### Desirable Qualifications

Candidates will ideally have:

- Project management experience
- Worked on residential properties occupied for charitable uses

### B. Key Competencies

- 1) **Motivation:** Understands the main aim of LCM's strategy and of this role and what this role means in practice; and is motivated to deliver the full scope of this new role as set out in this Job Description as a ministry for the Lord's work.
- 2) **Technical:** Can deliver on all the technical aspects of residential property refurbishment to budget and program, in accordance with LCM's policies and procedures (such as meeting client brief, health and safety, Grant of Authority from the Board). Can ensure rigorous compliance with all relevant legal regulations, in conjunction with the Acquisitions Manager, Facilities Manager, Contracts Manager, Health and Safety Manager, Property Manager, Finance Manager and other relevant colleagues and external parties. [Note: some training will be available to help with technical aspects of this role].
- 3) **Practical Solutions:** Is able to understand the key needs, issues, challenges and opportunities in operational delivery of a successful ministry venue; can think through a range of options for how to address these and identifies and applies appropriate practical solutions or courses of action.
- 4) **Influence:** Can apply a range of behaviours to engage with and influence people and adjusts the approach to suit the situation. Communicates key information clearly, simply, and confidently. Can communicate compelling stories of God at work in peoples' lives and is willing and able to share the gospel with external contacts. Can build credibility as a trusted team member.
- 5) **Judgement:** Makes timely and sound judgements and decisions, seeking advice and approval from their Estates, or other colleagues as appropriate; ensures judgements and decisions are aligned with LCM's strategy and goals, and that LCM make the most of opportunities. Seeks and applies Godly wisdom.
- 6) **Planning and Organising:** Commit plans to the Lord. Shows a planful, structured and well organised approach to get things done in a timely, effective, and efficient way. Monitors progress in delivering work and keeps things on track, whilst being flexible to adjust plans if needed. Ensures resources are stewarded well.
- 7) **Customer Service and Relationships:** Delivers excellent customer service. Able to build and maintain fruitful working relationships within LCM, and with external consultants and contractors. Builds a network of people and uses this proactively. Resolves conflict well and refers issues to more senior colleagues, as appropriate.
- 8) **Collaboration and Teamworking:** Co-operates well with others and shares information, knowledge, and expertise to support the work of the team. Willing to learn from others. Works as part of a team and contributes to team goals. Responds to requests for information and help. Works collaboratively within their own team as well as with colleagues across LCM (Field and Head Office).

9) **Drive:** Focuses on agreed priorities and manages time and effort to make progress. Proactive to get things done and to keep things on track. Stewards well their time and resources. Anticipates potential blocks to progress and finds a way forward, asking for help and advice from their team or other colleagues when required. Takes initiative to improve ways of doing things to meet LCM needs and to continually improve and develop the service.

10) **Values:** Applies our four LCM values in the way they work and relate with others.

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of LCM's changing needs.

### **Occupational requirement**

London City Mission's properties are venues for Christian service and evangelism and are places of Christian outreach to the local community.

The Contract Manager will represent the London City Mission with suppliers, professional service organisations and private buyers/vendors. They will need to serve the needs and understand the requirements of Missionary employees of LCM who work sacrificially because of their Evangelical Christian faith. It is essential that he/she performs these duties in a way that is commensurate with the values, aims and objectives of the Mission. They will need to explain the missionary work and Gospel focussed motivation of LCM to non-Christians, which will include sharing their own Christian faith and journey to become a believer. They will be expected to attend and participate in the spiritual life of the Mission including Christian teaching & prayer meetings.

Employees are required to agree to the Mission's Statement of Faith and Conduct.

As the appointed person will need to be ready at all times to give account of their Christian faith, we consider there is a prima facie case for an OR that this person be an evangelical Christian.

**This job description does not form part of a contract of employment**



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