

Job Description: Chief Operating Officer

Accountable to: The Executive Director

Main relationships: Senior Management Team, Finance Manager, Administrative Team

Purpose of role: To provide leadership, direction and oversight to all non-academic matters within the work of the Oxford Centre for Mission Studies

Oxford Centre for Mission Studies (OCMS) is seeking to appoint a Chief Operating Officer (known as a Bursar in the academic setting). The ideal candidate will possess strategic vision, excellent people skills, financial dexterity and an appreciation of the nature of a multicultural and diverse academic community, taking the lead on non-academic matters within the ministry of OCMS.

General Background

OCMS is a spiritual, missional and academic community called to serve the Body of Christ globally. It is an independent Christian charity, based in Oxford, England. Established in 1983, it has enabled church leaders, mission and development professionals, and global Christian scholars to understand more clearly how to bring the transforming nature of their faith to change the lives of those they serve. The PhD level research is central to the organization and is mostly done by scholars on a part time basis linked to Middlesex University. However, writing and publishing, cutting-edge mission consultations, executive mission leadership development, research consultancies and individual guided research are all carried out at OCMS with the goal of building reflective practitioners equipped to serve the church as it participates in God's whole-life mission.

International in its leadership, fully interdenominational in its reach, and deeply evangelical from its roots to its mission, OCMS brings together members of the worldwide church to research, reflect and respond to challenges faced across cultures and in the varying economic, social and political contexts in which Christians worship and witness.

Since its inception in 1983 over 210 Christian leaders from around the world have completed PhDs at OCMS and the overwhelming majority continue to work in their own context, further equipped to carry Christ's message of love and reconciliation to a broken world.

OCMS is housed in St Phillip and St James Church, a Grade I Listed Building.

The Centre is both a registered charity and a company limited by guarantee. The non-academic management of the work of OCMS will be driven by the COO, but is ultimately the responsibility of the Executive Director and the Centre's Board of Trustees, whose membership is drawn from an international group of senior Christian leaders. For further details about OCMS see www.ocms.ac.uk

The Oxford Centre for Mission Studies is registered in the United Kingdom as a charity (Charities Registration No. 290112) and is a company limited by guarantee (Registered in England & Wales: Company No. 1835274)

The role of the Chief Operating Officer:

The COO will report to the Executive Director and work closely with the Academic Dean and senior OCMS administrative staff.

Purpose of the role

To provide leadership, direction and oversight to all non-academic matters within the work of the Oxford Centre for Mission Studies

The COO is responsible for overseeing the non-academic management of the Centre and takes the lead in the strategic development and management of the finance, personnel, administration and other assets and resources of OCMS.

Key Areas of Responsibility

The COO's responsibilities include the following areas:

- Spiritual and organisational leadership
- Financial development and management
- Personnel Management
- Administrative oversight
- Property management
- Legal and regulatory compliance

1. Spiritual and organisational leadership:

The COO is a member of the Senior Management Team, along with the Executive Director and Academic Dean. As such, the COO shares in the responsibility for the development of the spiritual life of the OCMS community and in the strategic development of all aspects of the life and ministry of OCMS.

The COO is expected to participate fully in the spiritual life of the community, through chapel, prayer times, and being available to take a lead in these activities periodically.

The COO is an ex-officio member of the governing Board, with voice but no vote and functions as secretary to the Board.

2. Financial development and Management

In prayerful reliance on God for provision for the work of OCMS, the COO is responsible to the Executive Director for the financial affairs of the Centre. This includes ongoing development of financial strategy, supervision of the accounting function through the Finance Manager, drawing up budgets and forecasts, making recommendations to the Finance Committee on financial policy and strategy and charging and preparation of management and statutory accounts.

At present OCMS has limited investments. Nonetheless, as these are developed, the COO works with the Executive Director to provide sound investment strategy and oversight reporting annually to the Executive Director and Board. The COO works on all aspects of the management of OCMS properties.

The COO is responsible for establishing fee structures and for ensuring the levying and collection of student fees and charges, with the support of the Finance Office. This involves consultation with students about the level of charges, financial modelling and proposals to the Executive Director. Management of student scholarships, student debt and support for student hardship is carried out in consultation with the Executive Director, Academic Dean and Finance Manager.

The COO is responsible to annually review and propose staff pay and benefits to the Executive Director.

The COO supports and advises on fundraising across the different activities of the Centre.

The COO will take a lead in ensuring that OCMS stewards the resources God has entrusted to it and will prayerfully seek God's guidance in relation to the financial affairs of the charity

3. Personnel Management:

The COO is responsible for all contractual and legal matters relating to the employment of staff and also for training, staff benefits, communication with staff, terms and conditions, disciplinary and performance issues and staff welfare and Health

and Safety at work. The COO leads by example in terms of team-working across areas and striving to raise standards of service delivery.

The COO is responsible for the personnel management of approximately 14 full and part-time staff and 6 volunteers. This includes ensuring the staff handbook is regularly updated and reflects compliance to employment law and Charity Commission expectations.

The COO ensures that OCMS is compliant with safeguarding regulations, including compliance with Charity Commission expectations.

The COO oversees the work of the Health and Safety Officer.

The COO, along with the Senior Management team, shares in the pastoral care for the people employed and volunteering with OCMS, including praying with and for colleagues

4. Administrative Oversight:

Acting on the advice of the IT Officer, the COO ensures the strategic planning and operational provision and maintenance of IT in the Centre. The COO is responsible for decisions on new operational software.

Communications (external and internal), the OCMS website and protection of the Centre's public image are the responsibility of the COO, working with the other staff.

The COO is the first port of call for press enquiries, although press statements are in practice usually issued by the Executive Director. The COO ensures, along with the Executive Director, the appropriate and timely communication of information to the Board, staff and external stakeholders, including the Centre's neighbours. The OCMS Communications Manager reports to the COO while acting in concert with the other staff and wider alumni.

At all times, the COO must ensure that such communication is reflective of the distinctive Christian ethos of OCMS.

The COO ensures that OCMS is GDPR compliant and oversees the GDPR officer.

5. Property management:

The COO is responsible to ensure the repair, refurbishment and ongoing maintenance of OCMS property (currently the Centre on Woodstock Rd and house in Kidlington that serves as the Executive Director's home).

The COO creates and maintains the property strategy and advises the Executive Director and Board on the planning of maintenance and longer term development of the site, and leads working parties on specific building projects, providing the business case to the Executive Director to justify expenditure on such projects and providing the case for support to facilitate fund-raising.

During major building projects, the COO may act as project manager or supervises the project manager on detailed input to decisions made by consultants and to supervision of quality and delivery.

The COO may represent the Centre in negotiations with official bodies, including the Local Planning Authority and the Rating authorities, and maintains the Centre's insurance.

The COO ensures cost-efficient purchase of utilities for the Centre.

The COO has overall responsibility to monitor the planning and execution of events run by OCMS and supervises the work of the events administrator.

6. Legal matters and regulatory compliance:

The COO is responsible for ensuring that OCMS complies with charity law, accounting law, employment law and all other relevant areas of legislation.

The COO is responsible for ensuring oversight and updating of OCMS governing documents in line with decisions of the Board, and any relevant external legislative changes.

The COO selects and employs consultants for the Centre on matters of specialist input such as legal affairs, taxation and audit, planning and engineering. In the case of building-related consultants this is normally done by recommendation to the Executive Director and Board.

The COO supervises the Health and Safety Officer, the Data Protection and Freedom of Information Officer and provides continual review of policies within OCMS on all aspects of its operation, including risk management, environment and energy, and freedom of information.

7. Other:

The COO will be responsible for any other matters that the Executive Director might require from time to time.

Person specification:

	Essential	Desirable
Spiritual life and experience	Mature personal faith in Christ that is central in informing all the applicant thinks and does. Personal practice of core spiritual disciplines such as prayer, Bible reading, fellowship, generosity, forgiveness, control of the tongue etc Active participant in a local church	Cross-cultural mission experience Experience of Christian leadership in a church or organisational context

	Commitment to growth in practising spiritual discernment in community Agreement with the OCMS statement of Faith and Ethos	
Education / Qualifications	Degree or equivalent qualification	Professional or post-graduate qualification Chartered accountant
Skills, Knowledge, Experience	Strong leadership and interpersonal skills; able to work cooperatively, and influence, motivate and negotiate effectively Proven record of success in management of people and finance in a complex environment, ideally in the Christian charitable sector Has strategic vision, balanced with a grasp of detail Financially literate with a sound understanding of financial accounts and forecasts Excellent written and verbal communication skills; able to draft papers, write succinctly and persuasively and to make presentations The ability to manage projects effectively to time and budget Good levels of IT literacy	An understanding of the requirements of IT strategy Demonstrable commercial experience and acumen Working knowledge of relevant legislation, including employment law, data protection legislation, health and safety, pensions legislation, charity law Experience of maintaining and developing property Experience of working in a multicultural organisation
Personal Attributes	Demonstrates commitment to the spiritual, missional and academic vision of OCMS and sensitivity to its culture, recognising the academic nature and democratic structures of the centre Persistent, with the energy to drive things forward, in consultation with others Displays empathy with people from diverse educational and cultural backgrounds Sympathetic to OCMS' goal of widening participation from under-represented groups worldwide Proactive in approach, able to identify opportunities and pre-empt problems Fair-minded and consistent in the treatment of others; commands respect Agreement with OCMS Code of Conduct	