

For "Operations Manager - Holy Trinity, Sydenham" please scroll to bottom.

For more information on both roles and how to apply please go to:

Director of operations: <https://www.stpetersbrockley.org.uk/jobs>

Operations manager: <https://www.htcsydenham.org/jobs>



Director of operations Role Profile & Person Specification

Job title: Director of operations

Hours of work: Full time (37.5 hours per week), including Sundays and some evenings

Reports to: Ben and Hanelle Jones, church leaders

Liaises with: Church leaders, staff team, wider church family, network churches, diocesan staff and officers

DBS required: Enhanced check required

Context: St Peter's is a charismatic Anglican Church with a vision to bring heaven to south east London. We believe church should feel like family, make Jesus known, be empowered by the Spirit, function everyday not just Sundays, and impact its local area. We have recently been designated a 'resourcing church' by Southwark diocese and plan to plant or graft churches across the area.

Role purpose: To join the leadership team of St Peter's with a focus on overseeing the central operations of the church and partnership to realise our vision. The role will include ensuring our operations are a model and a resource for other churches we plant/graft, and will develop into a network leadership role as and when that happens.

Initially the role holder will focus primarily on St Peter's, ensuring its operations are a model and a resource for other churches in the network. As the network grows, the focus will move towards other churches in the network.

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

Key areas of responsibility

The profile below is not comprehensive, but aims to provide an overview of what the role will involve. The order in which these tasks are detailed does not reflect their respective importance. The role will be regularly reviewed with the role holder.

Wider Network:

1. Facilitate the logistical aspects of the church planting/grafting process (such as finances, governance, legal, human resources, buildings) to ensure vision and values led, effective and safe change processes
2. Oversee the operations of the developing church network/partnership
3. Ensure each church plant/graft has the required ops support to enable it to thrive, including by providing ongoing professional accountability to local ops staff
4. Ensure the network and St Peter's strategy is translated into the right operational plans and actions

St Peter's:

5. Develop, implement and oversee systems and operations to ensure smooth running of Sunday services and midweek mission and discipleship
6. Lead the management of finances to ensure the health and probity of the church
7. Develop and lead fundraising processes to ensure St Peter's is always financially viable
8. Oversee the maintenance, management and development of the St Peter's building(s), working with the facilities manager
9. Ensure all church policies and activities are compliant with all relevant legal, statutory and Church of England requirements, and seen to be above reproach, including safeguarding
10. Oversee the communications and digital strategy of the church, including IT
11. Facilitate great people management and development for both staff and volunteers through the provision of best practice people management advice and development
12. Facilitate effective recruitment practices to ensure our goal of equality and diversity in staff and volunteer groups
13. Act as Secretary to the PCC

St Peter's ops team:

Leader and manage the following staff:

14. Ops manager - to ensure the effective planning and execution of the annual church plan, ops plan and associated contracts
15. Church administrator - to provide proactive, responsive, efficient and effective administrative services to support church life, and manage the church office
16. Production team leader - to support high levels of production quality

17. Facilities manager - to ensure the best use and maintenance of church buildings and spaces
18. Volunteers - to support the welcome and hospitality teams and other teams to support church activities and ethos

Director of operations

Person Specification

Essential

Attributes

1. *Humble* - "I've got lots to offer, but it's always about the vision and the team, not me." Called to the St Peter's vision to bring heaven to SE London and plant 30 churches.
2. *Hungry* - "Let's get stuff done."
3. *People smart* - "I know how I impact others and can manage that well."

Experience

4. Experienced in leading operations in a relevant church context or equivalent context
5. Involvement in change processes
6. Experience of leading and developing people - staff, volunteers and other stakeholders

Skills

7. Able to see the bigger picture whilst maintaining grip on detail
8. A self-starter able to work on own initiative, to identify problems and find solutions quickly
9. Able to prioritise competing demands
10. Excellent communication skills
11. Strong organisational skills
12. Able to manage processes within legal and other compliance requirements

Faith

13. An active member of the St Peter's family or prepared to join the church
14. Committed to ministry in the power of the Spirit
15. Committed to growing the church through evangelism
16. Committed to church feeling like family
17. Committed to discipleship
18. Committed to every church in the network impacting their local area
19. Good character with servant hearted leadership style

Desirable

20. Experience of facilitating church planting/grafting
21. Experience of leading change processes
22. Ability to lead in high compliance environments
23. Project management skills
24. Up to date on technological capabilities and its use within churches and relevant other context



Operations Manager Role Profile & Person Specification

Job title: Operations manager

Hours of work: Part time (20 hours per week over four mornings p.w., most Sundays and some evenings, based on full time hours of 37.5 hours)

Reports to: Ben Strain, Lead Pastor

Professional accountability to: Director of operations, St Peter's Brockley

Liaises with: Lead pastor, staff, PCC, wider church family, building users, St Peter's staff

DBS required: Enhanced check required

Context: Holy Trinity Sydenham is a 'Word and Spirit' Anglican Church with a heart to extend the love of Jesus and pursue the coming of God's Kingdom in SE London. With a new church leader recently appointed, we have a 'start up' feel as we are praying, working and partnering to see SE London transformed.

Role purpose: To be the church leader's right hand person to get things done and set the church up for health and growth. This is a pivotal role in the church's strategy for growth. HTS is developing a mutually beneficial partnership with St Peter's Brockley, and the role holder will liaise with the director of operations at SPB for professional accountability and support.

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

Key areas of responsibility

Due to the rapidly changing and expanding nature of the church context, the profile below is not set in stone, and will be developed in line with emerging church needs and the skills, experience and interests of the role holder. The order in which these tasks are detailed does not reflect their respective importance.

General

1. Managing church events
2. Oversight of Buildings and Contracts
3. Oversight of CCTV
4. Insurance
5. Licences
6. Oversight of Office and IT
7. Oversight of HR processes
8. Oversight of churchsuite
9. Risk Assessments
10. GDPR Compliance
11. Manage Hall Bookings and Hall use calendar
12. Health and Safety Management and Training
13. Electoral Roll oversight
14. General administrative support including weekly service rotas.
15. Act as PCC secretary

Finance:

16. Using Xero for weekly processing
17. Uploading expenses / received invoices / order invoices
18. Sales invoicing
19. Counting and Banking Cash
20. Overseeing weekly giving platforms
21. Providing cash floats for events
22. Approving expenditure and making payments for staff
23. Working with Book Keeper to help create: Giving Reports / Management Accounts
24. Working with Book Keeper to maintain Fixed Asset Register

Operations Manager

Person Specification

Attributes

1. *Humble* - "I've got lots to offer, but it's always about the vision and the team, not me." Called to the Holy Trinity vision.
2. *Hungry* - "Let's get stuff done."
3. *People smart* - "I know how I impact others and can manage that well."
4. Demonstrably committed to and motivated by the vision and values of Holy Trinity Sydenham.
5. Proactive and self-motivated, able to work well with others and alone.
6. Experience of planning and executing change management within an organisation.
7. Strategic thinker with an eye for detail.
8. Encouraging and positive demeanour.
9. Ability to look at challenges with creativity and imagination.
10. Excited by the prospect of being part of a church with a 'start-up' culture rather than something more established in the short term.
11. Happy to be part of a wider team with St Peter's Brockley and partner with other churches to fulfil our vision.

Experience

12. Experienced in operational management in a relevant church or equivalent context
13. Experience of managing compliance in volunteer environments

Skills

14. Able to prioritise competing demands
15. Excellent communication skills
16. Project management skills
17. Up to date on technological capabilities and its use within churches and relevant other context
18. Strong organisational skills and comfortable within an office environment

Faith

19. An active member of the HT family or prepared to join the church