

Christ Church W4 Job Application pack



About Christ Church W4.

Christ Church W4 (CCW4) is a vibrantly diverse community of people with this Vision and Mission:

Welcome Home: We exist to welcome each other home into God's radical, life-changing, saving love. To worship and enjoy God; being shaped, revived, challenged, and nurtured. To be sent out joining God in great creative adventures which renew all things and call others home.

We want to see local people confident that they are loved, accepted, and valued by the living God their Father – and for many that will take a life changing encounter with Christ. We live out our **Mission** to be a **prophetic movement of disciples making disciples, joining God in transforming Chiswick, London, and the World**. We do this as Bible based, Spirit-filled people who are loved by the Father and called by the Son. We try to be realistic, humble, heading for wholeness and we love a good party!

To find out more about our vision, mission, and the values we hold see www.christchurchw4.com



Local people confident that they are loved, accepted and valued by the living God, the Father



Our people as a movement of disciples equipped to follow Jesus Monday-Sunday at home and in the workplace.



Jesus being worshipped in Spirit and in truth by people of all ages and backgrounds.



Our buildings blessing the whole community with space to meet God, make friends and live life better.



Children and young people living life in all its fullness and ministering to the whole church family.



God getting all the glory for all he enables us to become and do.



The world changed because we did small things well in partnership with all his children.

Some more about us and some relevant history.

CCW4 is a charismatic, evangelical Church of England parish church based across three sites in West London.

Across these sites, all ages are represented and are encouraged to live life in all its fullness and minister to the church family and wider community.

On Sundays there are three services – 9.30am at Christ Church, 10.30am at St Alban's and 6.00pm at Christ Church. There is also a midweek communion service at Christ Church on Thursdays.

We are active throughout the week with hundreds of people engaging with our Sunday services and midweek provision of dedicated groups for children, youth, and seniors. Many also use our buildings for hired purposes.

In the past nine years we have grown from one church – Christ Church Turnham Green - to three sites, with the addition of The Mission Hall in 2012 and St Alban's Acton Green in 2014.

St Alban's was de-consecrated and scheduled to be sold and converted into flats but was saved by the local community who fought for it to be retained as a community facility. Since 2014, CCW4 has brought St Albans back to life with the installation of a new roof, heating, toilets, stage, new audio-visual system, restored flooring and a 24/7 Prayer Chapel.

Consequent to these changes, the administrative effort required to develop, maintain, and manage the buildings and all the activities that happen within them has grown significantly. Alongside numerous ministry teams at CCW4, we have several operations and administration ministry team members (both employed and voluntary). From one part time Parish Administrator, we've grown to a Ministry Operations Manager, Bookings Manager, Digital Communications Assistant, Site Supervisor, Fabric Lead and HR Lead. We're now recruiting an experienced Operations Director to bring overall strategic and team leadership to all areas of church operations, administration, buildings, and facilities.

Job Description

Job Title: Operations Director
Reporting to: Vicar
Direct reports: Ministry Operations Manager, Bookings Manager, Site Supervisor.
Hours: Full time 37.5 hours per week
Salary: £40k - £45k pa
Location: Christ Church Turnham Green. Town Hall Avenue, Chiswick, London W4 5DT.

Role Purpose

To oversee the operational management of Christ Church W4 (CCW4); ensuring structures and systems are effective and fit for purpose, and that resources – both human and physical - are mobilised and stewarded well to advance the mission of the Church.

We see Operational oversight and administration generally as key ministry in the life of the church and the right candidate is likely to see this as a spiritual act of service as well as a job to be done capably and well. As in Acts 6:3 this is a role for someone 'well respected, full of the Holy Spirit and wisdom.'

Role Position

The Operations Director is a senior strategic leadership role working alongside the Vicar - as a member of the senior leadership team - to develop long term strategies enabling the Church to turn its vision and values into reality.

The Operations Director will oversee the practical and legal compliance functions of the Church and all its ministries; holding responsibility and accountability for delivering the operational culture, structure, and support systems to enable the church to function smoothly, and to develop and grow.

The Operations Director will line manage the operations team and oversee the fabric and human resource functions in conjunction with lay members of the congregation. Close co-operation with the Treasurer to manage the finances will also be required. This role demands the ability to lead strategically and deliver tactically, ensuing plans translate to action.

Key Areas of Responsibility.

1. To serve on the Leadership Team, and to work collaboratively with the Vicar, other ministry leaders, the Trustee Board (PCC) and its sub-committees, and the Development Group for St Alban's - helping CCW4 to thrive and fulfil its vision.
2. To provide strategic direction, implementation and tactical support for all church operations, administration, and ad hoc projects, facilitating the necessary leadership and staff planning discussion.
3. To be responsible for the management of the church's resources of buildings, people, IT & Systems, and finances.
4. To continually develop effective, efficient, and flexible administrative processes, and robust and appropriate structures for leadership, management, and governance (including statutory compliance).
5. To take a lead in the management and care of the operations staff, helping to develop, promote and champion a healthy staff culture and a cohesive sense of team.

Main Responsibilities:

Strategy and planning

- Working with the Vicar to deliver operationally the vision of CCW4.
- Accountability for delivering the agreed goals.

Operational Oversight

- Oversee the day-to-day operations of the church and its buildings, with responsibility for: Health and Safety; Food Hygiene, Fire Assessment; Risk Management; Infrastructure and Accessibility issues.
- Manage the church systems to ensure that CCW4 complies with all GDPR legislative requirements.
- Develop an ongoing strategic plan for the church's activity in consultation with the wider team.
- Collect and collate data and process information to provide reports as required about church activity.
- Lead the process of planning, designing, developing, and implementing church operating and governance procedures, processes, and systems.
- Oversee and develop the church's calendar of events and activities.
- Collect data regarding progress in relation to the church's key objectives and report regularly to PCC and other relevant parties.

Facilities, Property and Site Maintenance

- Overall responsibility for premises and facilities ensuring the site is maintained to a high standard.
- Oversee facilities, insurance, health and safety and risk management.
- Assist with project managing key organisational development projects within the church, liaising as necessary with external contractors and suppliers.
- Other responsibilities as required and directed by the Vicar and Fabric Lead.

Administration & Operations

- Oversee and support the Operations Ministry Manager with the smooth operational running, development, and communications of Sunday services & events.
- Responsible for the creation, implementation and ongoing development of excellent systems and processes to support the activity and growth of ministries.
- Ensure that all church administrative systems are operating effectively and cost efficiently to serve the running of the church.
- Provide support to volunteers in the areas of Administration, Communications, IT, Safeguarding, Finance and Facilities to ensure that procedures are followed.

Projects/ Events

- Co-ordinate key church events/projects in conjunction with the clergy and ministry leads as required.
- Provide support and advice for others in their organising of projects and events.

Human Resources

- Recruit, lead, and equip a team of staff and volunteers to support the various administrative functions of the church.
- Work with the HR Group to ensure we develop and consistently implement HR policies and procedures to cover all aspects of the employee lifecycle: recruitment & induction; remuneration and reward; appraisals; training & development; capability & disciplinary reviews, HR record keeping.
- Responsible for ensuring all church policies and staff handbook is up to date and compliant with safeguarding and charity and employment law.

Finance

- Work with the Treasurer and Finance Team to coordinate the budget, liaising with colleagues, budget holders and suppliers to support their systems for financial management, audit, payroll, and gift aid reporting.
- Support colleagues with their income generation, such as grant fund applications, tenders, and financial planning.

Commercial

- Oversee and support the Bookings Manager to define and maximise the revenue potential for the Church's property portfolio and implement an appropriate commercial plan as responsible stewards of these assets.
- Ensure great value for money on all purchases.

Communications

- Ensure effective systems are in place and continually developed to maximise effective communication.
- Responsible for ensuring the best possible communication internally to the congregation and externally to the community to reflect our mission and values through newsletter and written communications/website/signage/Annual Report/social media.

IT & Infrastructure

- Oversee and implement the church's IT systems and infrastructure.
- Oversee and develop the church's use and development of ChurchSuite database - workflows, tags, GDPR compliance, data cleansing.
- Ensure that equipment and systems are fit for purpose and that security protocols and protection are up to date and compliant.

General duties:

- Attend and participate in Mission & Ministry team meetings, which include times of prayer and full staff meetings.
- Participate in/ receive line management
- Participate in training and personal/ professional development
- Any other duties/ tasks that may be reasonably asked by the Vicar

Person Specification:

We are looking for a confident, experienced, grounded Christian leader who understands that Administration/Operations is a key ministry in the church, and who can navigate the intricacies of church life with the right balance of excellent communication, influencing skills, diplomacy, and assertiveness.

The appointed candidate will have a demonstrable track record of successful strategic and operational leadership at a senior management level; and be able to evidence leading strategic planning, delivering and embedding change, and managing resources to ensure effective and sustainable delivery - preferably in the church or charity sector.

The appointed candidate will be a strategic thinker with strong ideation, innovation and a 'can do attitude' as well as having good attention to detail and strong tactical and implementation skills.

The ideal candidate will be passionate about building the CCW4 community - from welcoming through to feeling part of the church and serving through volunteering - and will have:

- Church/charity management experience (paid or voluntary)
- Leadership and management experience
- Operational management experience
- Property and facilities management experience
- Project management skills and experience
- Financial awareness of the church or charity sector
- Volunteer recruitment/management experience



Person Specification	Essential	Desirable
Faith	<ul style="list-style-type: none"> • A vibrant Christian faith and commitment to personal spiritual growth and development. • Willingness to worship at CCW4 and embrace its values/vision • Passion for the vision and mission of CCW4 and a desire to see it implemented. 	<ul style="list-style-type: none"> • Understanding of Church of England structures
Education & Qualifications	<ul style="list-style-type: none"> • To degree level or equivalent work experience. 	<ul style="list-style-type: none"> • Professional qualification(s) in Management, Finance, HR, Facilities.
Experience	<p>Leadership and management</p> <ul style="list-style-type: none"> • Operational leadership experience • Experienced team manager • Strategic management • Project management <p>Buildings, Facilities</p> <ul style="list-style-type: none"> • Facilities and property management <p>HR</p> <ul style="list-style-type: none"> • Staff & volunteer management • Employee lifecycle and generalist HR experience <p>Finance</p> <ul style="list-style-type: none"> • Strategic finance management • Budget control and planning 	<ul style="list-style-type: none"> • Previous work experience and knowledge of the church or charity sector • Previous management of church properties and facilities
Professional Skills	<ul style="list-style-type: none"> • Excellent time management, • Excellent organisational and planning ability • Project Management • Marketing management/promotion • Financially aware • IT competent 	<ul style="list-style-type: none"> • Familiarity with ChurchSuite • Familiarity with HR software



Personal Skills	<ul style="list-style-type: none">• Proven leadership, people management and communication skills.• Clear thinker under pressure• Team player• Hardworking, self-motivated and with an ability to take initiative and make things happen.• Approachable, self-aware, warm, and energetic personality.	
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Remuneration and key benefits.

Alongside all statutory benefits, we offer:

Hours To be discussed with flexible options available depending on needs of the role. The standard working hours per week will be 37.5 hrs.

Time off in lieu for additional hours worked will be given.

Family Friendly policies, including the opportunity for flexible working.

Holidays 25 days plus all public holidays

A requirement of the role will need the post holder to be available to work at Christmas, Easter and at other key times in the church's calendar.

Development The church will pay for relevant training and conference attendance in agreement with your line manager.

Salary £40,000-£45,500 (depending on experience and qualifications)

Pension Statutory pension scheme

Please note that you will need to be eligible to work in the UK to apply for this position. You must provide proof of Right to Work in the UK.

Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check) and satisfactory references.