

## Operations Director Job Advert

### Job description

**Position:** Operations Director

**Location:** Christ Church Turnham Green, Chiswick, West London

**Salary:** £40,000 - £45,000 dependent on experience

**Hours:** Full time

**Duration:** Permanent

### Operations Director

We have an exciting opportunity for a confident, experienced, grounded Christian leader who can navigate the intricacies of Church life with the right balance of exceptional communication, influencing skills, diplomacy, and assertiveness.

The successful candidate will understand and value Administration/Operations as a key ministry in the Church.

**Benefits:** 25 days' annual leave plus all public holidays, family friendly policies including flexible working, occupational sick-pay scheme, and 7.5% employer pension contribution.

**Closing Date:** 5th February 2024

**Interview Dates:** Mid February 2024

### About the Role

Christ Church W4 is seeking someone to join the senior leadership team with specific responsibility for all practical organisation and legal compliance functions of the church, buildings and facilities, and ministry activity.

The Operations Director will work alongside the Vicar to develop long term strategies which will enable the Church to turn its vision and values into reality. You will line manage the operations team and oversee the fabric and human resource functions in conjunction with two lay members of the congregation. Close cooperation 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 include:

- Strategy and planning
- Facilities and Buildings
- Line management of the operations team
- Church administration
- Bookings and Hires
- Finance
- Commercial
- Communications (and IT)
- Projects/Events
- GDPR compliance

## About You

As Operations Director, you will have a demonstrable track record of successful strategic and operational leadership at a senior management level. You will be able to evidence leading strategic planning, and delivering and embedding change, as well as managing resources to ensure effective and sustainable delivery - preferably in the Church or charity sector.

You 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. You will be passionate about building Church community, from welcoming through feeling part of the church and serving through volunteering. The ideal candidate 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

To apply for this role please download and complete the Application Form and (optional) Equal Opportunities form which can both be accessed here

<https://www.christchurchw4.com/jobs> and submit these and a Cover Letter to [hrteam@christchurchw4.com](mailto:hrteam@christchurchw4.com) by **midnight on 5 February 2024**.

Candidates will be shortlisted in early February and invited to interview mid February. CVs will not be accepted. As part of the Cover Letter please explain your interest in this role and confirm you are willing to worship at CCW4 and embrace its values and vision.

To arrange an informal discussion prior to application please call the office on 020 8995 7381 or email [office@christchurchw4.com](mailto:office@christchurchw4.com)

Please note that the Church can only consider applicants who presently have the right to work in the UK and proof of Right to Work in the UK will be required as part of the recruitment process. All candidates must be personally committed to the Christian faith and be able to worship at CCW4 and embrace its values and vision, in line with the equality Act 2010. Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service and satisfactory references.

## About the Church

The Church is a lively growing church with a vibrantly diverse community of interesting people wanting to be a prophetic movement of disciples making disciples, joining God in transforming Chiswick, London, and the World. We are a multi-site church where all ages are represented and are encouraged to live life in all its fullness and minister to the church family and wider community.

Visit our church website at [www.christchurchw4.com](http://www.christchurchw4.com) to learn more about who we are and our vision and values.