



Church Operations Director

We have an exciting new 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, assertiveness and diplomacy.

Position: Operations Director
Location: Christ Church Turnham Green, Chiswick, west London
Salary: Package Circa £45,000
Hours: Full time
Duration: Permanent
Benefits: 25 days' annual leave plus 8 bank holidays, family friendly policies and pension contribution

Closing Date: 22nd October 2021
Interview Date: 1st Week November 2021

Christ Church W4 is a lively growing church with a vibrantly diverse community of interesting people. We are a multi-site church where all ages are represented and encourage to live life in all its fullness. Since 2014, we have brought one church – St Albans - back to life and it now provides one of the largest public performance venues in Chiswick

About the Role

The operations team is growing and the Church is now looking for someone to join the senior leadership team with specific responsibility for overseeing the practical organisation and legal compliance functions of the church and all its ministries.

The Operations Director will work alongside the Vicar to help 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 ultimately take over the day-to-day management of the fabric and human resource functions in conjunction with the two lay members of the congregation. Close co-operation with the Treasurer to manage the finances will also be required. An upcoming challenge will be to build the profile of the buildings for community use and optimize the revenue generated from them, especially St Albans.

Key areas of responsibility include:

- Strategy and planning
- Facilities
- Church administration
- Finance
- Commercial
- Communications and IT
- Line management of the operations team
- 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 and evidence of leading strategy and ensuring that resources (people and finances) are in place to ensure effective and sustainable delivery, preferably in the Church or charity sector.

You will be a strategic thinker with good attention to detail as well as the ability think tactically about building the community, from welcoming newcomers through to them feeling part of the church community and serving through volunteering.

You will have:

- Church or charity management experience (from paid or voluntary roles)
- Operational management experience
- Project management skills
- Senior leadership experience
- Financial awareness of the church or charity sector
- Excellent communication skills

About the Church

The Church is 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. This is 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.

Please note that the Church can only consider applicants who presently have the right to work in the UK and can provide proof of Right to Work in the UK. All candidates must be personally committed to the Christian faith, willing to re-locate to the local area if necessary and be able to worship at Christ Church W4 and embrace its values and vision, in line with the equality Act 2010.

Offers of employment will be subject to a positive report from the Disclosure and Barring Service and satisfactory personal and professional references.

You may have experience in areas such as Operations, Operations Manager, Ops Manager, Director of Operations, Operations Director, Compliance, Compliance Manager, Director of Compliance, Strategy, Strategic, Strategy Manager, Strategy and Operations Manager, Director of Strategy and Operations, Volunteer, Volunteering, Volunteer Manager, HR, Human Resources, HR Manager, Human Resources Manager, Personnel, Christian, Church, Faith, Charity.

How to Apply

Submit a **covering letter** detailing why you are suitable for the role together with your CV to jan.tellick@christchurchw4.com