



ChristChurch Fulham

Operations Manager **(with a focus on events and projects)**

ChristChurch Fulham
30 or 37.5 hours (4 or 5 days). Hybrid working.

ChristChurch Fulham

CCF is a dynamic and Spirit-filled Church of England church and diverse community in South West London. Our Vision is to 'Love God with passion and love people on purpose'. We exist to be with Jesus and become more like him for the sake of the world. We are in a new season of growth with a new vicar and leadership.

Job title: **Operations Manager**

Reports to: **Vicar**

Line manages: **Site Manager**
Administrator (Communications & Marketing)

Key contacts: Vicar
Church Treasurer and Safeguarding Officer
Bookkeepers for finance and payroll
Diocese of London for audits, reports, returns and administration
CCF Leadership Team and Leadership Team

JOB PURPOSE

The Operations Manager, together with direct reports (Site Manager and Administrator (Communications and Marketing)) is accountable to the Vicar and PCC for the oversight and delivery of great buildings and spaces, facilities, Human Resources, payroll, finance and contracts, diocesan administration, great events, DBS and safeguarding administration, policies including Health and Safety, asset maximization, projects, pastors and staff team administration.

This is a senior role in the church requiring strategic thinking, leadership and spiritual discernment in order to execute the strategic vision of the Vicar and Leadership Team.

As a committed Christian*, the Operations Manager leads prayer meetings, bible teaching and pastors their team, leading the way in servant leadership, modelling humility and discipleship in the way of Jesus Christ for the staff team and ChristChurch Fulham community.

JOB DESCRIPTION

Spiritual Christian Leadership

- Lead Christian prayer meetings at the staff team and own team meetings and elsewhere as required by the Vicar
- Pastor the Site Manager and Administrator (Communications and Marketing) ensuring their wellbeing, personal and spiritual development in a measured way in the work context and as required
- Lead the way in servant leadership, modelling humility and discipleship in the way of Jesus Christ for the staff team and ChristChurch Fulham community

Great buildings and spaces

- Oversee four buildings and estates: Church building, Church Hall, Clancarty Road and Vicarage, liaising with the Diocese of London and Church of England departments and its recommended organisations to ensure compliance to regulations
- Oversee all maintenance and refurbishment of buildings and building works, maximising spaces and ensuring a high quality of work for the best value
- Oversee building projects in line with building regulations and other projects

Great events, activities and Sundays including marketing and communications

- Lead the charge to put on great events. Mobilise the staff and volunteer team.
- Where possible, personally attend events
- Ensure the implementation of the church's ministry activities
- Oversee marketing and communications and social media to maximise effects

Facilities

- Ensure all facilities including electrical, gas, water and fire systems and appliances are safe, regularly inspected and maintained
- Oversee the IT infrastructure and contract including security access for each account including setting up and deletion and GDPR requirements
- Oversee the church website and contract and branding; social media accounts

Human Resources and legal

- Create, amend and update contracts of employment, volunteer agreements, job descriptions and person specifications and job adverts for staff and volunteers
- Recruit for new staff and volunteers in line with CCF policies, Diocese Policies,
- Ensure legally compliant HR policy and procedures are in place and kept up-to-date

Finance, budgeting & payroll

- Operate cash flow on a weekly basis
- Liaise with and in conjunction with the Treasurer, manage the church budget
- Operate expenditure within the budget set and agreed by the Treasurer and PCC
- Provide information required to bookkeepers to run the weekly payroll

Commercial contracts

- Manage IT software and hardware, telephony, utilities and services (Gas, Electric, Water, Internet, printing and imaging) contracts for the best value
- Tender and select new suppliers

Safeguarding, DBS and training and policies

Safeguarding and DBS

- Ensure all recruitment of staff and volunteers is carried out in line with the requirements of the Safeguarding Officer, ChristChurch Fulham's Safeguarding policy, Policy for Ex Offenders and that all required phrases are included in job ads, job descriptions and contracts of employment or engagement
- Oversee all ChristChurch policies and ensure they are current

Administration

- Ensure the Vicar has an effective PA service via the Administrator
- Organise the Annual Parochial Church Meeting (APCM) with the Vicar
- Oversee PCC minutes and administration

PERSON SPECIFICATION

Spiritual leadership *

- Be a practicing Christian* and demonstrate a growing maturity in faith and character
- Support the vision, mission and values of ChristChurch Fulham
- Teach the bible to your team and the staff team and other groups as required by the Vicar
- Lead prayer at your own staff meetings and wider staff meetings and prayer at other events as required by the Vicar, deputising for the Vicar as required

Knowledge

- Knowledge of safeguarding management, policies and procedures
- Knowledge of health and safety practices
- Knowledge of building and facilities management practices
- Numerate, able to handle figures, maths, budgets and spreadsheets
- Knowledge of HR practices including recruitment and legislation

Skills

- High drive for self-management and execution of tasks, ability to handle a high workload
- Excellent organisational and time management skills, able to prioritise and manage multiple projects simultaneously to achieve objectives
- Proactive in moving projects and initiatives forward without immediate supervision
- Strategic thinker, able to prioritise, execute, report and deliver for the Vicar and PCC

Experience

- Experience in a relevant operational role
- Successful and confident manager and leader with a desire to grow further in management and leadership skills and experience
- Experience of managing large events successfully and safely
- Experience in setting effective objectives and managing performance

Job requirements

You will be expected to consider ChristChurch Fulham as your home church, and to fully accept and lead others in line with the Christian values, beliefs and vision of the church as defined by the Vicar. You may be required to work on a Sunday.

*There is a Genuine Occupational Requirement for the post to be filled by a practicing Christian as defined in the Equality Act 2010.

This role is subject to a Basic check by the Disclosure and Barring Service (DBS). You must disclose any conviction unless exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order. You must agree to undertake a Basic DBS check and share the result with and declare any new cautions or convictions to the Safeguarding Officer.

ChristChurch Fulham operates a fair Policy for Ex-offenders and complies with the DBS [code of practice](#). Further details are available upon request.

You must already have the right to work in the UK.