



The Well

community church

Position: Operations Director
Location: The Well Community Church
Hours: 24 hours per week
Contract: 1 year renewable contract
Salary: £23-25,000 pro rata depending on experience

PURPOSE OF POST

- To oversee the administration of body life at the Well Community Church, managing staff and volunteers in line with the vision and values of the church.
- To exercise stewardship over resources and buildings, ensuring that legal responsibilities as employer, landlord and accountable charitable body are met on behalf of the Trustees and in line with the vision and values of the church.

CORE TASKS

Oversight Role

1. Support and join with the senior leaders in growing the vision of the Well Community Church.
2. Co-ordinate staff and volunteers through the “hub and spoke” mechanism, putting into practice the vision set by the senior leaders and hub team.
3. Ensure that line management is in place for all staff and interns taking responsibility for Human Resource issues.
4. Ensure that Health & Safety, Safeguarding and other responsibilities arising from legislation relevant to the Well are appropriately administered.
5. Ensure that regular communication is in place to support the vision of the Well.

Stewardship Role

6. To exercise stewardship over financial resources, ensuring budgets are set and financial control is exercised as would be expected for the Well.
7. To work with the Trustees and senior leaders to match the use of resources with the vision and the values of the Well.
8. To liaise with payroll providers, Independent Examiners and HMRC to ensure that accounts and returns are filed promptly.
9. To manage the buildings at Wells Way and 70 Camberwell Church Street in line with good practice and the vision and values of the Well.
10. To oversee building improvements and maintenance.
11. To oversee the service provided to long term and short term tenants of both sites.
12. Any other reasonable tasks appropriate to carry out the role.

Proactive Networking

13. Facilitate networking with local churches and Pioneer national & London churches as agreed with the Senior Leaders.
14. Establish and develop links with local residents and businesses around Wells Way and 70a Camberwell Church Street.

Administration

15. Ensure that all administrative correspondence relating to legal and financial matters is dealt with promptly and in co-ordination with relevant stakeholders.
16. Maintain appropriate filing of key documents and correspondence for audit purposes.
17. Maintain and develop address lists and web pages and ensure good communications with all members of the Well.
18. Ensure that the necessary level of equipment/resources needed to deliver the vision of the Well is in place and appropriately maintained.

Learning, development and support

19. Attend at least one external training event per year (paid for and included in work hours) and the Pioneer leader's conference.
20. Be part of an ongoing leaders 'huddle' (a challenge and support small group for missional leaders).

PERSONAL SPECIFICATION

- Is a committed Christian.
- Has proven experience of overseeing operations both within the church and in the wider community.
- Has experience of successfully recruiting, inspiring and developing teams.
- Has the ability to work as a part of a number of different teams, and relate to people of all ages and different backgrounds.
- Desires to see people in the church disciplined and living missionally.
- Has excellent communication, interpersonal and relational skills

ADDITIONAL INFORMATION

Further information about The Well Community Church is available on the church website: www.thewellcc.org.uk. For an informal conversation about the role please contact 07970875628.

An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010. Any offer will be subject to satisfactory references and checks, including an enhanced DBS disclosure.

TERMS AND CONDITIONS

1. The person would need to become an active member of The Well.
2. The appointment is subject to satisfactory references and a probationary period of three months.
3. Reasonable expenses incurred in connection with work will be paid in accordance with the regulations.
4. The post is based at The Well Community Church, Camberwell, London SE5 7SY.
5. The post holder is entitled to 17 days paid holiday per year (this includes public holidays).
6. There is a workplace pension scheme in place.
7. It is expected that you will attend The Pioneer Leadership Conference (two days)

Apply to: The Well Community Church
Wells Way, Camberwell, SE5 7SY
office - 02077030924
mobile - 07970875628
e - phil@thewellcc.org.uk

Closing date: 29th November 5pm
Interviews: 12th December