



Church Operations Director

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

Position: Operations Director

Location: Maybridge Community Church, Worthing, West Sussex

Salary: Level 5, Range: £26,898 - £32,952

Hours: Full time (40 hours per week)

Duration: Permanent

Benefits: 25 days' annual leave plus 8 bank holidays, family friendly policies and pension contribution

Closing Date: 10th September 2021

Interview Date: 24th September 2021

About Maybridge Community Church

Maybridge Community Church (MCC) was first established in 1954 as a plant from The Tabernacle Church, Worthing to reach out and service the population of the Maybridge estate and surrounding area. During this time MCC has been a growing and vibrant church with a focus on meeting the needs of its community and increasing congregation numbers, which has resulted in the church meeting in a nearby school for its family focussed services on Sunday mornings.

Maybridge Community Church strives to be a vibrant church community that conveys the central message of Jesus and shares the goodness of God. We are a church where all ages are represented and encouraged to live life in all its fullness.

Our vision is to build a vibrant church community that resolutely follows Jesus and extravagantly shares the goodness of God.

Our values are:

- We do life together
- We get stuck in
- We're here for you
- We're all about Jesus

Worthing is a seaside town and district with borough status in West Sussex. It is situated at the foot of the South Downs, 10 miles (16 km) west of Brighton, and 18 miles (29 km) east of Chichester. Worthing has an estimated population of about 110,000 and an area of 12.5 square miles (32.4 km²). Since 2010, northern parts of the

borough, including the Worthing Downland Estate, have formed part of the South Downs National Park. MCC is located in the Goring area of Worthing.

MCC is an exciting and challenging place to work, full of variety. We want to further develop a 'can do' culture, where innovation and creativity are encouraged, and team members are loved and supported by one another. We are looking for a faithful, ambitious, and energetic individual who is passionate about seeing people come to faith, leaders developed and lives transformed.

About the Role

The Church is looking for an experienced person to join the Senior Leadership Team with specific responsibility for overseeing the practical organisation, risk and legal compliance functions of the church and all its ministries.

The Operations Director will work alongside the Senior Minister to help develop long term strategies which will enable the Church to turn its recently reviewed vision and values into reality within a post-pandemic context. You will line manage a number of the staff team and ultimately be responsible for the day-to-day management of the building and human resource functions. Close co-operation with the Finance Officer to manage the finances will also be required. An upcoming challenge will be to develop a strategy to optimise the building for community use and generate revenue.

Key areas of responsibility include:

- Strategy and planning
- Facilities
- Church administration
- Finance
- Communications (and IT)
- Line management of staff
- Projects
- GDPR compliance
- Charity Commission compliance
- Corporate governance
- Risk management and assessment

About You

The successful candidate will need to have a personal faith in and relationship with God as Father, Son and Holy Spirit, and believe in Christian teaching as revealed in the Bible. A willingness to be committed to the vision, values and goals of Maybridge Community Church and be a partner of the church is a requirement of the post, and the post holder to be a Christian, as permitted under the Equality Act 2010.

As Operations Director, you will have a demonstrable track record of successful strategic and operational leadership, with good attention to detail, at a senior management level, and evidence of leading strategy and ensuring that resources are in place to ensure effective and sustainable delivery, preferably in a Church or charity sector.

You will have:

- Church or charity operational management experience
- Project management skills
- Leadership experience
- Financial acumen
- Excellent communication skills
- Experience in overseeing and leading corporate governance and risk management
- Relevant qualifications (i.e., in accountancy, business management or human resources)

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. Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service and satisfactory references.

Application Process

Please download the Job Description, Person Specification, Application Form and Data Protection Privacy Notice (Recruitment) from maybridge.org.uk/jobs and email your application to jobs@maybridge.org.uk. You can also contact us on this email address if you would like an informal conversation about this position.

The closing date for applications is **Friday 10th September 2021** at 5pm. Completed application forms are required – letters or C.V.'s submitted without an application form will not be considered.

Interviews will be held *in person* and are scheduled for **Friday 24th September 2021** at Maybridge Community Church, 77 The Strand, Worthing, West Sussex BN12 6DR and candidates will need to bring their passport (and, if necessary, proof of right to work in the UK) to the interview.

Please note that any offers made are subject to the receipt of satisfactory references, and satisfactory completion of a DBS check, safeguarding training, and any other training necessary for the role, and agreement to adhere to the policies and procedures of Maybridge Community Church.