



Job Description: Director of Operations

Hours / Tenure:	Full-time, 35hrs p/w, Permanent
Probation Period:	6 months
Workbase:	Maybridge Community Church, 77 The Strand, Worthing, West Sussex, BN12 6DR. Some working from home may be possible by arrangement.
Reporting to:	Senior Minister
Direct Reports:	Church Administrator (post currently in vacancy) Communications & Events Officer Sunday Duty Managers (Sunday only, casual posts) Church Cleaner Various volunteer roles Other future operational team roles as recruited.

Context of Role:

Maybridge Community Church is a vibrant, missional and community focused church in the town of Worthing, on the south coast in West Sussex. The church has seen significant growth in the 67 years since it was planted. In 2019 the current Senior Minister, Matt Walmsley was appointed and now, after the disruptions of the Covid-19 pandemic, the church is embarking on a new focused mission agenda to deepen its understanding of discipleship as well as its impact on the community.

Maybridge operates to these four core values:

- **WE DO LIFE TOGETHER** – For us, church is so much more than a Sunday service; it's a whole-life, life-long family. We pursue authentic relationships, sharing good times and bad and supporting and challenging one another in love.
- **WE GET STUCK IN** – We're not content to sit on the sidelines. We believe in going the extra mile to make a difference in our local communities and help empower projects around the world. We take initiative in our own spiritual growth and get involved in the life of the church.
- **WE'RE HERE FOR YOU** – We believe in doing everything with compassion; focusing our resources on the transformation of our wider community, and being as open and approachable as possible. Whatever life throws your way, Maybridge is a safe place where you can find help and support.
- **WE'RE ALL ABOUT JESUS** – Jesus is at the heart of everything we do. We seek to draw from various Christian expressions as we deepen our relationship with Him, prayerfully follow where He leads us, and passionately communicate why He's good news for everyone.

The renewed vision and focus for Maybridge will most likely transform the way the church premises are used including the relocation and relaunch of the Sunday worship programme as well as establishing a community hub facility, open 5 days a week. The Director of Operations will play a key role, supporting organisational management and helping lead this ambitious vision into an effective reality.

Purpose of Role:

The purpose of this role is to:

- Work closely with the Senior Minister, Elders, Trustees and Staff to translate the church's vision into strategic and effective action.
- Harness and direct resources (financial, staffing and premises) for effective ministry and mission.
- Oversee the smooth and efficient operational running of Maybridge Community Church.
- Provide organisational leadership and oversight to ensure good governance, transparency of operation and a wise, prudent yet faith-fuelled management of risk.

Main Responsibilities:

Work closely with the Senior Minister, Elders, Trustees and Staff to translate the church's vision into strategic and effective action.

- Contribute to the Senior Leadership Team of the church identifying and implementing best practice, delivering strategic objectives through effective management of individuals, teams and projects.

Harness and direct resources (financial, staffing and premises) for effective ministry and mission

- Lead and manage church resources including finance, staffing, buildings and equipment, ensuring alignment to the church's vision and objectives and ensuring that staff are valued, supported, and developed.

Oversee the smooth and efficient operational running of Maybridge Community Church

- Manage the operations team to deliver effective and efficient administration of church finance, events, meetings and Sunday operation.
 - Oversee a communications strategy to ensure cohesive operation of post-holders, teams and church members, championing openness, clarity and a strong sense of community.
 - Develop a strategy for effective premises use and management, establishing and maintaining agreed levels of service for maintenance, cleaning, security and hospitality. A degree of premises reordering and redevelopment may be required to best facilitate the church's vision. It is
-

recognised that additional employed support for premises management may be identified as a future recruitment need.

Provide organisational leadership and oversight to ensure good governance, transparency of operation and a wise, prudent yet faith-fuelled management of risk.

- Ensure the development, delivery and review of key operational policies and procedures that evidence best practice and provide governance and transparency for operational delivery
- Function as a policy advisor to the trustees and eldership, ensuring the church meets its charitable governance responsibilities and operates with best practice in relation to health & safety, safeguarding and data protection (GDPR).
- Develop and maintain a risk register, ensuring organisational risks are identified, assessed and mitigated.

Person Specification:

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Good formal education, ideally to diploma or degree level. 	<ul style="list-style-type: none"> ▪ Applicable qualifications in organisational leadership & management, administration, charitable governance, accountancy or HR practice.
Personal qualities and beliefs:	<ul style="list-style-type: none"> ▪ Has a personal faith and relationship with God as Father, Son and Holy Spirit ▪ Believes and embodies the orthodox Christian teaching revealed in the Bible and outlined in the EA statement of faith found at: https://www.eauk.org/about-us/how-we-work/basis-of-faith ▪ Is committed to and passionate about the vision, values and goals of Maybridge Community Church 	<ul style="list-style-type: none"> ▪ Can evidence a vocational calling to church operational ministry and leadership.

Knowledge & Experience:	<ul style="list-style-type: none"> ▪ Proven track record of organisational management, including staff management (multiple direct reports) and support of volunteers ▪ A good working knowledge of Health & Safety Requirements, risk management, Safeguarding, GDPR and charitable governance. ▪ Strong financial management skills. 	<ul style="list-style-type: none"> ▪ Experience of managing within a church or the charitable sector ▪ Good understanding of effective HR practice ▪ Experiencing authoring policies and implementing systems and processes relating to H&S, Safeguarding, GDPR and governance. ▪ Experience of charitable accounting and gift aid.
Technical Proficiency:	<ul style="list-style-type: none"> ▪ Good and robust I.T Skills, proficient in the use of Microsoft Office, the internet, communication systems and membership database programmes. 	<ul style="list-style-type: none"> ▪ Experience of church management systems (ideally ChurchSuite), and financial accounting programmes (ideally ExpensePlus) and HR management systems (ideally BreatheHR).
Skills:	<ul style="list-style-type: none"> ▪ Strong Leadership and Management skills ▪ Mature administrative skills ▪ Good eye for detail ▪ Strong and mature communication skills, both written, oral and presentational. 	<ul style="list-style-type: none"> ▪ Ability to train, develop and motivate others. ▪ Can prioritise and deliver competing demands
Personal Attributes / Character:	<ul style="list-style-type: none"> ▪ Self-motivated, strategic thinker ▪ Good listener, demonstrating empathy and appropriate application of emotional intelligence. ▪ Solution orientated, can-do attitude. 	<ul style="list-style-type: none"> ▪ Demonstrates enthusiasm, energy, commitment and a good sense of humour.

Other Details and Conditions:

Salary Range:	The salary for this role will be £33,000 - £37,000 depending on skills and experience.
Occupational Requirement:	The post has an occupational requirement for the post holder to be a practicing Christian in accordance with Schedule 9 of the Equality Act 2010. It is the expectation of Maybridge Community Church that the post-holder will become a worshipping member of the church's community.
Pension:	Pension contributions from Maybridge Community Church as employer start at 5%, rising by 1% per year to a maximum of 10%.
Annual Leave:	This post has an annual leave allowance of 25 working days per annum plus public holidays.
Role / Grading level:	This role is Level 5 within our internal grading structure.
DBS:	The appointment is subject to the post-holder obtaining an enhanced disclosure from the Disclosure and Barring Service.
Hours/days of work:	This post is full-time, 35hrs p/w. Our standard working week is Monday to Friday. Some additional evening and weekends may be required and where this is the case time off in lieu will apply.