

CHRISTCHURCH
THREE MILLS
LOVING-LIVING-BELONGING

OPERATIONS MANAGER

**HELP US SEE THE COLOURS OF HEAVEN IN
EVERY CORNER OF OUR COMMUNITY**

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A Little about us and you

Help us see the colours of heaven bursting out of every corner of our community!

Thanks so much for taking the time to look at this job pack and consider joining our team. We are a new, pioneering expression of church based in Three Mills, Stratford; a growing and changing area of East London. We are part of the diocese of Chelmsford within the Church of England with a vision to grow church that impacts its community through sharing God's love freely and widely, living deeply embedded lives with our neighbours and neighbourhood, and gathering discipleship communities that produce and grow new followers of Jesus Christ.

We have been starting to pioneer church through the pandemic and are now aching to emerge and engage more fully in mission and discipleship within the local area. We want to create sustainable growth and discipleship communities that will last, and so we are looking to appoint two key leadership positions within the church;

Operations Manager and Youth, Children and Families Pastor

These roles will each be 0.53 FTE (20 hours per week) and initially on a 2-year fixed term contract. They are funded through external funding and we would love to make them permanent roles, but beyond 2 years this will be dependent on local giving/fundraising being able to cover initially a part and in time all of the cost of the roles.

Before giving details of the specific roles, here's a little of what we believe church should be, and the kind of church we want to grow:

Church that is local – we think God has called us to this patch of east London, and we want to see this place thrive and grow with all that Jesus meant when he talked about 'life to the full.'

Church that is passionate about embodying the kingdom of God – we don't want to see church grow for the sake of it. Unlike many Church of England churches we don't have a building, which just adds to our feeling that God's kingdom comes when God's people live out lives of radical welcome and sacrificial love together, in their neighbourhood, to see the 'colours of heaven' on every street corner and in every tower block.

Church that is for those on the margins – We believe God picks sides. We believe God always favours the poor and the broken and the marginalised. We long for open tables where all are welcome, but we will always work hardest to include, listen to and be led by those whom society excludes.

Church that is messy and fragile – The way we are choosing to grow is hard, and being a group of broken people we know things won't always be smooth. We don't want to be a church of the shiny Instagram page, but a church in the reality of people's lived lives and experiences, just as Jesus became flesh and blood and moved into the neighbourhood. We need to recognise the toll this approach takes on us as leaders and have expectations that leave space for both real brokenness and Jesus shaped hope.

Church that multiplies disciples – We believe that we grow and reach out best in small, family groups. So rather than a vision for one large centralised expression of church, we want to grow expressions of church that grow and multiply, planting new groups, projects and churches in new parts of our neighbourhood and beyond.

Think you might like to join us in making this happen? Read on...

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Operations Manager (20 hours/week)

Job Description

Role Purpose:

The purpose of this role is to help Christchurch Three Mills fulfil its vision by working with the Lead Minister to create and implement strategy for the multiplication and resourcing of sustainable discipleship communities and mission of the church. This is a leadership position and so would encompass taking a lead role in the weekly ministry of the church, as well as providing strategic, longer term thinking. The role would also include developing effective policies and systems for operational management and administration and providing or overseeing administrative support for the life and mission of the church.

Role in Brief

Job Title: Operations Manager

Reports To: Lead Minister (Church Leader)

Hours/Days of work: 20 hours per week (0.53 FTE) on a flexible basis in agreement with the Church Leadership. You will be expected to work Sunday and Tuesday mornings, along with some evenings and weekends in accordance with church events and activities

Salary: £27 000 to £33 000 pro rata depending on experience

Other Benefits: A 3% contribution to a pension scheme of your choice

Start Date: 6th September 2021 (negotiable depending on availability)

Contract Term: 2 years, with potential to extend or become permanent, depending on growth of church and fundraising

Probation Period: 6 months

Holiday Entitlement: 6 weeks/30 days on a pro rata basis

Principal work location: We are based in the Three Mills Area of Stratford, E15. At least initially we will mostly be working from home, although community-based work will take place within the local community, and work in community/public spaces is encouraged where appropriate and possible. (We love coffee shop working and the missional opportunities it offers!)

DBS Check Required: Enhanced

Special Conditions of Employment: There is a genuine occupational requirement that the post-holder is a Christian, as permitted under the Equality Act 2010.

Other Expectations: It is expected that the post holder is or would become a full member of the Christchurch Three Mills worshipping community. We would prefer someone who lives locally to the area or is able to relocate, however we are happy to accept applications from further afield if you can demonstrate how you would commit to the local church and community

Application Deadline: 5pm on Monday 26th July 2021

Interview Dates: 28th and 29th July 2021 (Do let us know of any problems with your availability this may cause)

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Key Responsibilities

A church plant is a unique environment in which to work, where all team need to be specialists in their areas, but also operate as generalists across the team to ensure the successful delivery of all aspects of the plant. This means that, whilst the bulk of your role will be detailed below, there will be times where you will be needed elsewhere within the organisation

Strategic and Leadership (It is expected that this would take up at least a third of your working hours)

- Contributing as a staff member and key leader to the overall direction of vision and strategy for the church, it's implementation as well as reviewing progress.
- Participate fully as a leader in the worshipping life of the community; including but not limited to Sunday gatherings and mid-week discipleship community. The specific leadership role in these settings would be built around your gifts and the community's needs
- Help provide strategic leadership for effective, joined up mission and evangelism within the neighbourhood, tying all this into discipleship pathways that ensure we are producing and growing followers of Jesus
- Support the Lead Minister and trustees in longer term (2 year, 3 year, 5 year) planning for the sustainability and growth of the church and mission, including implementing appropriate fundraising strategies.
- Support the development and delivery of effective communications across a breadth of media (including website, social and print), helping ensure this is in line with the vision of the church and pointing people to God's wide and inclusive love.
- Ensure that the appropriate policies and processes are in place, up to date, and adhered to across the organisation.

Operational

- Administer and manage the payroll functions for people employed by the CIO
- Hold day-to-day oversight of: health and safety, food hygiene, fire assessment, risk management, payroll operation and infrastructure; equality and diversity
- Support the Lead minister and trustees in the oversight of day-to-day spending, budgeting and other financial matters that may arise.
- Actively seek and apply for grants and funding to ensure the long term sustainability of the church and its mission
- Manage and oversee the church annual calendar of groups, activities and events, including effective communication to the church body and wider community. In this ensure the pattern of event is effectively contributing to mission and discipleship as we help people follow Jesus together.
- Manage the use of both indoor and outdoor space for church activities, whether hired or offered, ensuring that terms of any contract are adhered to, space is used appropriately and, for example, left clean, and that the spaces used help contribute towards the vision and strategy of the church.

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Administrative (it is expected this should take no more than a quarter of your working hours)

- Ensure a wide range of regular and one-off information requests and returns from the Charity Commission, the Diocese, and other official bodies and individuals are actioned in an accurate and timely way
- Manage an 'office@christchurchthreemills.co.uk' email account; being the first port of call for enquiries or other communications via this
- Take responsibility for any other administrative tasks as they arise

Person Specification

Vocation

- We are looking for a candidate who has a passion for local church and wants to see the church in East London engage deeply with one another and its local community.
- We are looking for someone who feels called to play a leadership role in growing local church to reach new people and create sustainable structures for long-term impact.
- The ideal candidate would be a strategic, innovative thinker and a natural problem-solver with a can-do attitude who is able to put large and small-scale vision into action.
- We need someone who is able to work flexibly, bring order from at times slightly chaotic circumstances and treasure the small as much as the big

Skills and Experience

- A track record working in operational/strategic/administrative roles.
- Operational management experience.
- People management experience.
- Experience in implementing policies and processes within an organisation.
- Experience in creating and developing new initiatives and events that engage the local community.
- Experience of engaging with people in community settings.
- Strong communication and interpersonal skills (written and verbal).
- Financial acumen.
- Experience in leading and working within a team-based structure.
- Experience of how building networks and relationships can help bring about new initiatives and community projects.
- Experience of working within a church or charity is desirable but not essential.

Personal Qualities

- A committed Christian who loves and follows Jesus and believes that Jesus transforms lives.
- A leader with a passion to see people encounter Jesus and our community thrive
- A self-starter who shows initiative, drive and entrepreneurial spirit
- A heart for inner city, local church and an understanding of what it means to be church in and for a community
- A person with the ability to manage sometimes competing priorities and to work flexibly within a small team and church always open to new ideas and change

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- Friendly and approachable with an ability to build relationships with a wide range of people.
- Strong sensitivity to others.
- Resilient with a high level of determination and persistence.
- Ability to build strong and effective relationships within a team.

Other Information

- We are passionate about seeing young leaders developed and grown, particularly those local to east London and from underrepresented backgrounds. We would love to see this role as an opportunity to invest in the right person and grow them in leadership as they help grow the church
- We believe in a collaborative, diverse leadership team and actively encourage applicants from underrepresented backgrounds, especially but not limited to ethnic minority and working-class backgrounds. If you can see any potential barriers to you applying please do get in touch for an informal conversation around the role and its accessibility.
- With this in mind, we would be happy to discuss/work out ways of supporting the post holder in accessing relevant theological and leadership training alongside this role. Do mention in your application/interview if you would be interested in this.
- We are currently going through the process of getting a BMO (Bishop's Mission Order) and registering as a CIO (charitable incorporated organisation). This will give us independence as a church and enable us to run our own finances. Until this happens, you would officially be employed by St Johns Stratford, our parent church, and then your employment contract would be transferred to Christchurch Three Mills. This should not impact on your employment rights or work in any significant way.
- Christchurch Three Mills is a pioneering community which offers an exciting opportunity to come and help shape traditional and innovative ways of being church for the good of our local community, which we express in our vision statement 'to see the colours of heaven bursting out of every corner in our community'.

To discuss this role or the church further, or to arrange an informal visit, do get in touch with Dan, the Lead Minister: dan@christchurchthreemills.co.uk, 07859053993

You may also find information about the church via our Facebook/Instagram pages (@christchurchthreemills), our website (www.christchurchthreemills.co.uk) or feel free to visit any Sunday morning at 11 (we currently gather at The House Mill, Three Mill Lane, London, E3 3DU)

Next Steps

- Please download an application form at www.christchurchthreemills.co.uk/vacancies
- Return to dan@christchurchthreemills.co.uk or by post to

Daniel Scott
Christchurch Three Mills
3 Riverside Road
Newham
London

- Deadline for applications is **5pm on Monday 26th July 2021**

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