

JOB DESCRIPTION

Title:	Operations Director and Community Minister
Location:	Oasis Hub Waterloo, 1 Kennington Road, London SE1 7QP
Hours:	40 hours per week, inclusive of breaks
Salary:	Grade B, Entry 1
Working schedule:	Some weekend and evening work may be required in this role, therefore time off in lieu will be given in accordance with current policy.
Line manager:	Executive Director and Senior Minister
Line management of:	Foodbank & Volunteer Coordinator, Oasis Centre Manager, Community Fridge Project Manager, Operations Executive, and volunteer teams involved in the delivery of activities in the Waterloo Hub.

Organisational context:

Oasis's vision is for community – a place where everyone is included, making a contribution, and reaching their God-given potential. We work towards this vision through our Oasis hub model; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community, which includes delivering first-class and innovative education.

Oasis is an inclusive and Christ-centred organisation, and Oasis Hub Waterloo was born out of a developing church community. Oasis Church Waterloo continues to sit at the centre of the 'Hub', which delivers a wide range of integrated community services including a community centre, primary and secondary Academies, adult and further education opportunities, early years support, a Foodbank, advice services, a community farm, and well developed and diverse sports, arts, and social programmes for young people as well as a youth service at St Thomas' Hospital.

We've been a part of the Waterloo community for over 20 years, striving to help people of all ages and situations feel included, to know that they can contribute, reach their potential, and realise a deep sense of belonging. We're passionate about Waterloo, and we're building a movement of diverse people who work together to transform our local neighbourhood.

Purpose of job

This post has been created to add strategic leadership capacity to the Hub and to hold the vision of Christ-centred community development, together with the Executive Director and Senior Minister (ED&SM). We are looking to appoint an experienced, dynamic leader to work with the present Executive Director and Senior Minister, who will be responsible for the development and management of the following functions:

- Hub vision, mission and strategy in partnership with the ED&SM
- Team Leadership in partnership with the ED&SM
- Hub governance
- Cross-Hub operational management, including wider team systems, policies and procedures
- Risk management across the church/ community team
- Safeguarding
- Facilities management: including buildings oversight/compliance/Health & Safety

- Financial management
- Oversight and development of the Oasis Waterloo Advice Centre
- Impact measurement

The successful candidate would also work with the ED&SM on the leadership of Oasis Church Waterloo, on HR, team development and leadership, and on the Hub budget/finance strategy.

Alongside the ED&SM, they will also have a focus on developing Oasis Church Waterloo, including developing and leading church services, nurturing discipleship, pastoral care, involving children and young people, and bringing creativity to our church activities. They will also have great interpersonal skills, be passionate about creating opportunity, will be entrepreneurial, innovative, and fully committed to the ethos, values and aims of Oasis.

Areas of responsibility and specific duties:

1. Hub Strategy

The Operations Director and Community Minister (OD&CM) will work with the ED&SM to provide strategic oversight and development of the Hub (Church, Academies and Community Work) as part of the Hub Executive group, as it responds to local community need.

The resulting joined-up local vision and strategy will facilitate the development of key community provision to benefit the wider community. The OD&CM will support the ED&SM in:

- Leading the direction of the local community provision, planning, resourcing, coordinating the delivery and measuring the impact of the Community Hub plan that supports the Hub development holistically across all areas. This is to be informed by a local needs assessment and community voice and then worked out through the Community plan and the Local Academy One Plan.
- Building positive and supportive working partnerships with the community, local voluntary, community and faith groups, public sector and private sector organisations including local educational settings to deliver a Community Hub plan that addresses the wider socio-economic barriers that negatively impact the North Lambeth community.
- Developing an Oasis movement, where those affiliated with Hub are involved in the planning, delivery evaluation and sustainability of activities and services.

The OD&CM and ED&SM will monitor and regularly evaluate progress towards this vision, to establish impact and sustainability. Furthermore, it must be effectively communicated to key stakeholders and supporters.

Monitoring and Evaluation

- To ensure the Hub can demonstrate impact through a clear monitoring and evaluation plan for all aspects of Hub delivery including the use of outcome tools such as Youth Star and Family Star Plus.
- To champion the EVIDE Impact tracker and ensuring staff have the training and support to ensure that data is captured and recorded efficiently and effectively.
- To collate data for annual impact report.

2. Team development/ leadership

People management

- To work with the ED&SM to grow the staff and volunteer team in order to deliver the community Hub plan.
- To provide line management and staff support within the Oasis ethos.
- To ensure staff have the appropriate access to professional development opportunities.
- To lead regular community Hub team meetings.
- To ensure the team are linked into relevant regional and national Oasis networks.
- To champion and understand the practical application of equality, diversity and inclusion within the team and volunteers.

Hub Exec

- to work with the leaders of Oasis Academy Johanna and South Bank to ensure integration and collaboration across all Oasis Waterloo entities (Church, Academies and community team). That such joined-up working builds the Oasis ethos and 9 Habits, community engagement/ownership and is consistent with the Oasis model of restoration.

Oasis Church Waterloo

Support the ED&SM to lead the life of the congregation of Oasis Church Waterloo. Responsibilities to include:

- Sunday Morning Service Forward Planning: developing and overseeing responsibilities and rotas for all aspects of the Sunday Morning service, and planning future theological development.
- Children/Young People: developing and overseeing our work with under-18s.
- Connect Groups: further developing and initiating new Connect groups, making accessible small group resources, plus ongoing support for existing Connect group leaders, and training for new small group leaders, alongside relevant leadership team member.

To be accountable for the following areas, with primary focus on building and supporting a high-performing team. Appropriate team leads are empowered with responsibility for each area:

- Oasis Centre community space
- Advice services (currently debt, benefits, housing and immigration)
- Waterloo Foodbank
- Community Fridge

3. Governance, compliance, risk, systems, and policy oversight

Governance

To work with the Trustees as they act as the governance group, exercising the governance function through the application of written policies and regular meetings.

Operational risk management across the Church/community team

To ensure that Hub Policy and Systems are effectively managed and developed at a local level.

- To work alongside the national service teams to enact service delivery at a local level, i.e. being responsible for all Hub systems (excluding Academy systems) including, but not limited to the local outworking of Data Protection, and Health and Safety.
- Work with Line Managers to ensure that all Hub delivery is compliant with OCP and other Oasis policies and procedures, and to ensure that there is a local lead for key policy areas. Where appropriate, to develop new Hub policy.

- To ensure that local Hub staff and volunteers are trained in the key policy and systems areas relevant to their role.
- To provide regular reports for the OCP leadership team and the OCP local Community Hub Charity Board, e.g. finance, audit and risk, Board reports, Directors reports.
- To work with the Designated Safeguarding Leads for community team and church in leading on safeguarding across the Hub.

4. Finance

To work with ED&SM, Oasis Hub Waterloo finance team, and project leaders to:

- Ensure the generation of annual budgets.
- Aid financial management via quarterly management accounts.
- Ensure proper allocation of funds via Oasis Hub Waterloo workbook.

5. Premises

To ensure all buildings used by Oasis Hub Waterloo are fit for purpose and programme by:

- providing a safe environment for all employees, volunteers and visitors via the application of all relevant health and safety policies and procedures.
- planning and promoting a programme of training for all employees and volunteers as appropriate.
- developing and maintaining healthy relationships with a network of contractors both local and those employed by Oasis Charitable Trust (OCT) nationally.
- scheduling planned maintenance and safety checks as well as responding to spontaneous building issues that are inconsistent with health and safety and compromise the delivery of hub programme.

Relationships/Partners:

Internal:

CEO OCP, National Director OCP, OCT and OCP National Teams, Cluster Lead, Community Movement Lead, Community Development Lead, Charity Trustees, ED&SM, Academy Leadership Team(s), Community of Oasis Church Waterloo and wider Waterloo Hub, Volunteers,

External:

Trussell Trust, South Bank Churches, Lambeth Foodbank Partnership, Community Money Advice, Local Authority, Local Partners including universal, targeted and specialist services, schools, police, social care, private and voluntary sector and some adult services.

General

- To actively participate in the wider life of Oasis, including staff meetings, staff conferences, discussion forums and retreats.
- To take opportunities to raise support for Oasis.
- To attend regular supervision with your line manager.
- To attend any relevant training courses as required by your line manager.
- To carry out appropriate duties, in line with the purpose of the job, as may be reasonably required by your line manager.

Physical Activities

- Keyboard and VDU use are a significant aspect of this role.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Operations Director and Community Minister

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education to degree level or equivalent and /or relevant professional qualification in community development or teaching • Evidence of recent commitment to own professional development • A theology qualification/ other relevant and significant demonstration of theological understanding 	<ul style="list-style-type: none"> • Recent relevant training in Management and Leadership/Extended services/Community Development • Professional qualification in debt advice • Professional qualification in immigration advice
Experience	<ul style="list-style-type: none"> • Experience of leading community delivery • Experience of working for/being on the leadership team of a church • Experience of growing projects from the initial start-up phase through to maturity • Ability to act strategically and to be involved in direct delivery • Proven record of working with partners • Innovative use of resources • Evidence of sustained development and improvement in significant projects • Competitive bidding and budget management to maximise funding • Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports • Experience/knowledge of MS office 	<ul style="list-style-type: none"> • Development of partnerships with other schools, business and the community • Experience of effectively managing delegated budgets/public funds • Experience of Charity Management
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge and understanding of the principles, developments and best practice of the Community work and its potential for raising standards 	<ul style="list-style-type: none"> • Knowledge of local community opportunities and issues

	<ul style="list-style-type: none"> • Understanding of and commitment to a progressive theology, including but not limited to the full inclusion of those who identify as LGBT+ • Innovative approaches to working with students, parents, staff and the local community • Understanding of the practical application of Equality, Diversity and Inclusion • Possible sources of external funding and principles of effective bid writing • Knowledge of safeguarding and promoting the welfare of children and young people • Effective review and evaluation procedures • Knowledge and application of ICT systems, budget planning and accounting, health and safety law, and equal opportunities • Knowledge of communication through various media 	<ul style="list-style-type: none"> • Knowledge and understanding of principles and practices of marketing
<p>Skills</p>	<ul style="list-style-type: none"> • Proven ability to grow and lead teams • Excellent communication, presentation and ICT skills • Excellent interpersonal skills and ability to influence others • Ability to work strategically and collaboratively to lead and manage change • Competent co-ordinator, able to inspire and motivate all members of the community • Ability to anticipate and problem solve • Creative and flexible thinker • Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales 	<ul style="list-style-type: none"> • Experience of senior leadership • Experience of working in a highly confidential environment

	<ul style="list-style-type: none"> • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information gained 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Entrepreneurial • Enthusiasm and flexibility • Team player • Committed to partnership • Ability to work under pressure and determination to succeed • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Willingness to undergo appropriate checks, including enhanced DBS checks • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	