



Operations Leader

Application Information | October 2024





About our church

Oxford Community Church is a Word and Spirit church in the city of Oxford, with a vision to train and send disciples, transform the city, and reach many nations. By God's grace, we play a leading role in our church network ([Salt & Light](#)) having planted churches elsewhere in Oxfordshire, gather numerous city churches through the [Renew Oxford](#) movement, and enjoy a range of international connections, including missionary engagement with previously unreached people groups. We are an intercultural church that invests generously in training leaders and providing activities for children, youth and students. We have pioneered [housing](#) and [education](#) ministries, and a [School of the Spirit](#) that equips believers from a range of denominations to live life in the Spirit.

Legally, we enjoy being part of the charity [Oxfordshire Community Churches](#), which significantly reduces the effort required to achieve statutory reporting and compliance, as well as providing us with expert support on HR, finance/payroll, safeguarding, and building maintenance and development.

We own and meet in the largest [conference centre](#) in the region, with The King's Centre Ltd running as a profitable hospitality business. We now have a vision for our site to be redeveloped as Osney Mead is rebuilt to become a globally significant [Innovation Quarter](#), with options for that project to be fully funded by commercial investors.

After a period of investment in substantial new ministries, and having weathered the storm of Covid-19, the church is now uniting behind a God-given vision for significant church growth. We are excited about reaching and blessing more people, gathering an even more diverse church, and increasing our capacity to pioneer afresh.

We find it a great privilege to work with such faith-filled, visionary and loving people across the city and beyond. We have vision to strengthen our operations to sustain growth, and we look forward to working with a new Operations Leader who will relish the opportunity to shape culture, systems and projects that will have widespread impact.



Steve and Bev Jones
Pastors

About the role

We are looking to grow the capacity of our church leadership to support church growth, as we both develop our base within the new Osney Mead Innovation Quarter and expand our activities across the city.

We see Operations as a key ministry in the life of the church. Our existing church Admin Team covers events, communications, volunteer coordination, data handling and safeguarding administration, whilst management roles have generally been held by pastoral staff. In appointing an Operations Leader, we are seeking someone “well respected, full of the Holy Spirit and wisdom” (Acts 6:3), whose managerial skill will release other leaders to focus on pastoral ministry.

The Operations Leader will work with our senior leaders to build and run systems that support church growth, and will be responsible for:

- Cultivating a culture in which volunteers thrive
- Leading on finance, governance, HR and compliance
- Use and development of our building
- Oversight of church admin team

This is a key role in our church life and requires a vibrant Christian faith and a passion for our church’s mission. It also demands strong people skills and the ability to ensure strategies and plans are executed in a timely and thorough manner.

Key relationships

Your primary team will be our church Core Team. You will work each week with Steve and Bev Jones, other pastors in the church and the Admin Team.

You will also work closely with the board of The Kings Centre Ltd, Trustees, our charity’s Operations Director and a range of volunteers in the local church.

Specific duties

Development

1. Implement systems to support and sustain excellent volunteer service
2. Osney Mead project: liaise with consultants and key stakeholders, establish project brief; project manage development of a business plan

Governance

3. Report to governance teams within the charity: producing reports on risk management, statutory and policy compliance
4. Chair the board of The King’s Centre Ltd (a wholly owned subsidiary of our charity)

Resources

5. Manage church finances: setting a growth budget, controlling spend, generating income, ensuring routine tasks are done effectively
6. Oversee HR (recruitment, annual reviews, improving culture of performance)
7. Oversee IT and AV systems
8. Management of data

Relationships

9. Participate in Core Team and whole church staff meetings
10. Line-manage ‘Admin Team Leader’ and oversee admin team

Any other duties commensurate to the role as directed by the Senior Pastor.

About you

To thrive in this role, you should have:

Christian faith and passion

- A living and vibrant personal Christian faith
- A commitment to personal spiritual growth and development.
- A passion for enabling churches to flourish
- A readiness to become a member of our church
- A vision for how Christian faith affects goals and ethical standards in an organisation
- Knowledge of the workings of churches and Christian charities

There is an occupational requirement to be committed to an authentic expression of Christian faith in life, work and community, in accordance with the ethos of Oxfordshire Community Churches (see below).

Relevant skills and experience

	Essential	Desirable
Personal skills	<p>Ability to set culture, build rapport and coach others to get the best from them.</p> <p>Team player: self-aware and able to relate warmly to different people.</p> <p>Willing to give/receive feedback.</p> <p>Highly organised, with good time management.</p> <p>Resourceful when problem solving.</p> <p>Clear thinking under pressure.</p>	
Experience	<p>Previous line management and team leadership experience.</p> <p>Excellent verbal and written communication skills.</p> <p>Operational leadership experience.</p> <p>Preparing reports for governance teams.</p> <p>Project management.</p> <p>Risk management.</p>	<p>Work with volunteers in a growth context.</p> <p>Exercise of management as a spiritual gift.</p> <p>Work in the church or charity sector.</p> <p>Leadership in a church focused on discipleship, evangelism, social and cultural renewal.</p> <p>Work on large projects, especially in property development.</p>
Skills	<p>Highly numerate and able to set and manage budget.</p> <p>Able to think strategically and anticipate well.</p> <p>Computer literate with Microsoft Office packages.</p> <p>Good attention to detail and strong tactical and implementation skills.</p> <p>Excellent organisational and planning ability.</p>	<p>Experience in Marketing management / promotion.</p> <p>Managing IT system implementation.</p> <p>Professional qualification(s) in Management, Finance, HR, Facilities.</p> <p>Familiarity with ChurchSuite.</p> <p>Familiarity with HR software.</p> <p>Familiarity with M365, including Teams and SharePoint.</p>



About our ethos

All employees of Oxfordshire Community Churches agree to work according to the shared organisational ethos of our group of churches.

This group of churches is made up of people committed to the Lord Jesus Christ who have come together to extend God's kingdom and to share the knowledge of Christ's love in Oxfordshire and beyond. Through prayer, worship, studying the Bible, and a shared experience of the Holy Spirit, we want to know God better. We want to be a community together, serving and caring for one another. We are committed to everyone who joins us feeling part of the church family and playing an active role.

We endorse [Salt & Light Ministries' Core Commitments](#) and the [Evangelical Alliance's basis of faith](#).

We believe that God loves everyone in his world and wants them to know him and be part of his family. As a community, we are committed to sharing that love in both word and action, as we pray for and show God's love practically to people.

Whether or not people respond to Jesus in faith, we want to follow his example by doing good to all, both in this country and overseas, especially those who are poor or in conditions of need, hardship or distress. We are concerned to help all people, whatever their age, race or gender. We are involved in educational work to extend Biblical understanding of, and response to, God and his creation in the next generation, based on our own experience of God.

We believe that God has revealed himself through the Bible, which gives us a pattern for how we live, and that everything we do should spring from our faith in God who has shown himself in Christ. We rely on God's forgiveness and grace to us, not on our own knowledge and ability, and on his power given to us through his Holy Spirit.

We believe that God wants us to be a family rather than an organisation, more concerned with people than events. God gives us leaders to equip each member of the church to fulfil their role; but as leaders we seek to be servants in the way that Jesus taught us. Whatever our role, we aim to serve God and one another in love with the gifts that he has given us, so building strong relationships throughout the church.

Our attitudes to one another are characterised by Paul's words: "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres" (1 Cor 13:4-7, NIV).

Details of employment

Salary: £40,000-43,000 *pro rata* (plus pension and expenses)

Hours: 24 hours per week (0.6 FTE) (will consider other working patterns)

Length of contract: Permanent

This role will be based at The King's Centre in Osney Mead, Oxford, but will involve some travel around the city and can also include some flexibility.

Oxfordshire Community Churches has a Safeguarding policy, with which all our staff and volunteers must comply.

Application Process

We are looking forward to hearing from candidates who have the passion and commitment to join with us in extending Christ's kingdom.

To apply, please send a CV plus a cover letter (two pages maximum) to Steve Jones, Senior Pastor: steve.jones@occ.org.uk

In your cover letter, please help us understand your motivation to do this role. Feel free to use the following headings:

1. What led you to apply?
2. What was achieved when you previously led organisational change?
3. What excites you about working with us?
4. Where would you focus your efforts to enable church growth?
5. Your spiritual journey, and how you understand God's call on your life.
6. Anything else you would like us to know.

If you would appreciate the opportunity to arrange an informal chat about the role before applying, or if you need any reasonable adjustments as part of the application process, please do get in touch.

Deadline for applications: 9am, Monday 11th November 2024

First interviews: week commencing Monday 18th November 2024

Please note:

- We are only able to consider applicants who already have the right to work in the UK.
- Applications will be reviewed as they come in and we reserve the right to close the process at an earlier date.