

## **About Highway Vineyard Church (HVC)**

HVC is a growing multicultural church in the Borough of Newham in East London. HVC is a multisite church seeking to contagiously and compassionately demonstrate and communicate the love of Jesus to the people of our city. Our Sunday morning worship service at our Stratford site has regular attendance in the region of 150 and growing. Our Sunday morning worship service at our Manor Park site has regular attendance in the region of 40-50. We also have over 100 people weekly viewing our services online from our livestream and YouTube channel.

## **Organisational context and Current Priorities**

Our Stratford site has a large purpose-built building on the main road into Stratford within 20-minute walk of the Olympic Park. Our Manor Park site has a smaller building which is situated in a diverse community, a 50-minute walk, 10 minute drive from the Stratford site.

HVC currently run a variety of compassion projects at both our sites, this includes:

- A food pantry at our Store House
- A baby clothes bank called Grow Baby
- A weekly parent support group for children with neurological diversity needs
- A community kitchen where asylum seekers can come and cook their own meals,
- A warm haven project at both sites providing a safe space with a warm welcome
- and a meal
- English conversational class at both sites
- Friends and neighbours - senior citizens
- A parent and toddlers' group
- A youth group on Friday evenings

HVC is a charity which is partnered with Shaftesbury (previously known as Livability) Trustees. HVC has also registered as a CIO (Charitable Incorporated Organisation) consisting of separate trustees. It is HVCs and Shaftesbury plans to separate and for the CIO to take over HVC. This transformation to become the legal vehicle for HVC is likely to occur over the next 12 months and will bring an exciting new development for HVC.

The following is a breakdown of all employees and key volunteers (some paid, some voluntary) at HVC:

- A Senior Pastor (full time, employed, based at Stratford)
- Two Site Pastors (both volunteer roles, one at Manor Park, one at Stratford)
- Pioneer Pastor (volunteer)

The above roles form part of the Senior Leadership Team (SLT)

- An Operations Manager (this role, full-time, based at Stratford)
- A Youth Pastor and community worker (full time, employed, based at Stratford)
- A Kids and family Pastor (part time, employed, based at Stratford)
- A Store House Manager (part time, employed, based at Manor Park)
- Finance Administrator (part-time employed, based at Stratford)
- A Welcome Pastor and Building and Facilities Manager (both volunteers, based at Stratford)
- Retained consultant (for Accounting)

We have a partnership with London City Mission and have an evangelist working with us for a day a week.

This post carries an occupational requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith:

<http://www.vineyardchurches.org.uk/resources/tools/statement-of-faith/>

This is an exciting time of change and growth at HVC, and we are currently putting together an ambitious 5-year plan.

**Job Title: Operations Manager**

**Responsible to:** Senior Pastor

**Responsible for:** Part-time finance Officer (paid) and Building & Facilities Manager (volunteer).

**Hours worked:** 37.5 hours per week *(to include some hours worked on Sundays and occasional evenings or Saturdays).*

**Salary:** Competitive within the sector, based on experience (plus pension)

**Main purpose of job**

This is a vital role which will manage most of the daily operations of church life. The Operations Manager will support the Senior Pastor and the Senior Leadership team.

You will serve as the nexus to our team across all sites, keeping track of our friends, donors, hirers and inquirers and allowing the whole staff team to function at their best. You will provide an operational lead across the wider HVC team including liaising with our Trustees. This will include accounts, basic HR, payroll activities and liaising with external suppliers. You will also, line manage and support our part-time Finance Officer and our volunteer Building and Facilities Manager.

This post is based in Stratford and involves visiting Manor Park on occasions.

**Main duties, tasks and responsibilities**

Working alongside the Senior Pastor and Senior Leadership Team you will deliver with the day to day running of the church including but not limited to the following areas of Church Operations: -

**1. Financial administration:**

- Overseeing and managing the work of our Finance Officer, ensuring they can fully meet the requirements for HVC income and expenditure tasks
- Working closely with HVC's retained accounting consultant will be central to our annual budget process and management
- Working closely with the auditors overseeing the production of the annual report.

## **2. Day to day running of office/church**

- Diary planning for all church activities and use of the different buildings
- Ensuring Church Suite records are up to date in conjunction with our volunteer Welcome Pastor (ensuring GDPR compliance), and other church suite functions
- Ensuring the consistent stock of all consumables; organising anything needed for Sunday service including equipment for teams who are serving (weekly).
- Working with colleagues to produce team Rota's (quarterly)
- Organising and delivering (along with other staff members) church events.

## **3. Management of Contractors and suppliers in conjunction with the volunteer building and facilities manager (non-exhaustive):**

- Maintenance and cleaning, utility, photocopy, alarms, IT, fire safety and other equipment contracts.
- Support on any contractual matters concerning HVC two private properties.

## **4. Oversight of Church Buildings at both sites in conjunction with the building and facilities manager**

- Delivering on the church maintenance plan
- Overseeing the building and facilities manager in arranging regular inspections and maintenance of church buildings
- Managing external bookings for both sites

## **5. Oversight of IT**

- Liaising with our external IT supplier
- Ensuring we have all licenses and subscriptions are maintained

## **6. HR Administration and HVC Policies**

- Issuing employment contracts, variation letters and other routine employment correspondence.

- Recording and monitoring of all types of absences
- Providing monthly payroll and pension data to the payroll bureau.
- Writing, implementing and reviewing all required Church operating policies and procedures alongside other staff members and trustees - Ensuring compliance with all policies
- Maintaining staff handbook

## **7. Health and Safety**

- Ensuring all policies are kept up to date
- Ensuring emergency Lighting and other checks are completed by our Building and Facilities Manager
- Arranging PAT testing annually for all sites
- Ensuring that adequate numbers of staff and volunteers are trained in first aid and health and hygiene
- Ensuring first aid boxes are kept stocked up, and that all systems are in place for the recording of any accidents and incidents.
- Through the Building and Facilities manager and all staff to ensure that health and hygiene standards are maintained within our buildings

## **8. Publicity/Communications**

- Maintaining the church website
- Commissioning the creation of flyers/posters/advertisements for all our church programme and events
- Updating church noticeboards, social media posts and newsletters

## **9. Other**

- Brokering our financial information into the language of faith
- Servicing our Trustees meetings

- Implementing all Church operating policies and procedures, including safeguarding requirements in line with HVC policy.
- Functioning as a part of the wider staff team. Attending all staff meetings, prayer meetings, away days and training or personal development and participating in their delivery.
- Maintaining all paper and digital filing systems
- Organising staff training and away days
- Whatever else is reasonably necessary to contribute to the smooth operation of HVC.

## **Person Specification**

Skills, Knowledge and Experience (all essential unless stated)

- Use of Word, Excel and other Microsoft Office programme to intermediate level
- Use of accounting software (Xero and Church Suite Desirable)
- High level of numeracy and ability to analyse and report on data
- Knowledge of Adobe Software and Web Design software (Desirable)
- Strong written and verbal communication skills
- Experience of managing external relationships/contracts/suppliers
- Excellent organisational and multitasking skills, with strong attention to detail.
- Strong leadership and team management abilities - experience of overseeing teams of volunteers and staff
- HR administration and/or writing contracts
- Knowledge and understanding of the principles of safeguarding in relation to children, young people and vulnerable adults

## **Abilities and Personal Attributes (all essential unless stated)**

- Has a can-do attitude, and is able to think quickly and act confidently under pressure
- Has a keen eye for detail, while maintaining a view of the big picture
- Has a positive approach, optimism, and hope for the future
- Warm-hearted towards others, willing to help, and generous of time and knowledge.

- Holds oneself and others accountable, committed to doing the right thing.
- Friendly, enthusiastic, approachable
- Ability to work on your own initiative
- Be able to work under pressure, to meet deadlines and during times of change.
- Ability to organise work and prioritise and comfortable dealing with ambiguity.
- Ability to approach confidential matters with discretion, sensitivity and diplomacy
- A team player with a willingness to serve and learn
- Eager to learn and easy to coach, seeking out and considering the opinions of others.
- Good judgement about when to use initiative and when to consult.

**In addition to deliver on our charitable purposes, you must:**

- Be a passionate disciple of Jesus Christ, demonstrating personal growth and accountability.
- Commitment to the vision, mission and ethos of Highway Vineyard church
- It is desirable that the successful candidate is willing to be a full member of HVC, including joining a Metro Connect Group attending mid-week prayer meetings and where possible join in with the life of the church.

**Approval**

Senior Leadership Team

**How to Apply:**

Please submit your CV and a cover letter explaining your suitability for this role to [hazel@highwayvineyard.org](mailto:hazel@highwayvineyard.org)

**Applications close @ 12.00pm on Friday March 21st March**