

**The Point Office**  
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## **The Point Church Job Description:**

# **Head of Operations**

This is a senior leadership role, designed to facilitate the effectiveness and growth of The Point through the provision of operational organisation and project management for our extensive and varied activities. The role's aim is to release the Pastoral Staff and volunteers, as far as possible, from management/organisational functions and to give full support to all the ministries of the church, providing the practical framework to enable us to fulfil our vision to be a transforming presence throughout Mid Sussex.

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**Post title: Head of Operations**

**Employed by: The Point Church Board of Trustees**

**Hours: Part-time: 3 days/week (24 Hours)**

**Work base: The Point Church Office (flexible working, from home by arrangement)**

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## **1. Vision and strategy statement:**

The Point exists to be a Transforming Presence throughout Mid Sussex:

- Pioneering authentic communities.
- Becoming more like Jesus.
- Engaging with and serving the people around us.
- Demonstrating God's love and compassion.
- Sharing the Good News of Jesus.

Our key strategic goals are to:

- Take mission opportunities throughout Mid Sussex
- Build up the church
- Improve communication

## 2. Head of Operations, Key Responsibilities:

The role falls into two key areas: Strategic and Practical

### **Strategic:**

- To work with the Vicar and Trustees to identify clear strategic priorities to deliver The Point's vision: to be a transforming presence throughout Mid Sussex
- To oversee The Point finances/financial reporting, working closely with the treasurer and the Church Administrator/bookkeeper, assisting The Point Trustees in setting budgets and deciding financial priorities
- To act as Project Manager for major projects (eg our bid for the new school/permanent premises in the Northern Arc Development) ensuring resources are used to maximum effect, representing The Point to District Council and other bodies, ensuring good communication with the church family and other bodies (eg the diocese) on a regular basis
- To work closely with The Point Pastoral Staff Team to enable them to work more effectively/strategically and efficiently, to focus on ministry, seeking to release them as much as possible from administrative/organisational tasks (such as risk assessments, policies, budget setting, etc), ensuring that staff have the resources and practical support that they need to grow and develop their area of ministry/expertise

### **Practical**

- To oversee/Chair The Operational Leadership Team to ensure effective planning, coordination of planning and activities across different departments, reporting and communication of all activities and events in line with our strategic priorities
- To oversee volunteer leaders, teams and rotas ensuring regular training and support is in place
- To oversee our IT systems (database, website) and resources
- To line manage The Point Admin Staff to work to support our strategic priorities and Pastoral Staff more effectively
- To oversee HR needs, job descriptions, work closely with line managers to input into the annual staff review process and help with the setting of objectives for staff members in line with our strategic priorities

### **Other**

- To work closely with The Point staff and trustees in setting and reviewing church policies and procedures; to ensure these are in place and implemented in regard to statutory and church requirements (eg Health and Safety, Safeguarding, GDPR, Risk Assessments, etc)
- To act as secretary/clerk to The Point Board of Trustees, ensuring good governance, compliance with the Charities Commission, Ecclesiastical/Diocesan requirements and The Point Bishop's Mission Order

It is recognised that this appointment is part-time (3 days per week) and it will not be possible to give large amounts of time to every area. But the Head of Operations will be expected to have a good understanding and oversight of all aspects of the role and discern which areas should be prioritised at any particular time.

### 3. People-links:

The Head of Operations:

Will report to and have regular line-management sessions for all areas of your work with the Vicar.

Will be line manager for the Church Administrator and the Vicar's PA/Admin Assistant.

Will play a full role as an active member of The Point Church and a member of the church's staff team, sharing in the team's corporate responsibilities.

Is encouraged to find a prayer partner to pray with regularly.

Is encouraged to be a member of a Point mid-week small group.

Will have an Annual Performance Review conducted by the Chair of Trustees and the Vicar.

### 4. Professional Qualities and Experience required for the post:

- Good understanding of and commitment to The Point Vision, Values and Leadership
- Proven track record of leadership experience, strategic planning/goal setting
- Relevant experience of staff and volunteer recruitment and management, thorough understanding of HR policies and procedures, team player, highly skilled at delegation, empowerment, team-building, people development and goal setting, operating well both in authority and under authority
- Relevant experience and training in financial reporting/planning/budget setting
- Comprehensive project management experience
- Experience of preparing proposals/bids for major projects
- Extensive IT skills
- Excellent verbal, written and media communication skills

### 5. Personal Qualities:

- Mature Christian faith – it is an occupational requirement that the post holder is a Christian
- Willingness to be a fully committed member of The Point Church
- Highest possible standards of integrity, professionalism, godly character and humility. To live as a consistent role model to your team and all members of the church at all the times (i.e. not just when performing church work, but in home/private life as well). All staff are considered role models of Christian life and behaviour to the church family and wider community
- A clear commitment to engage fully in the practice of the gifts of the Holy Spirit and to lead your team in this. You will need to be open to receive prayer and pray for others, seeking to discern for yourself and the church what God is saying, where repentance is needed, and to engage in advancing God's Kingdom with the authority you have in Jesus Christ
- A missionary heart, an eagerness and enthusiasm to see new people coming to know Jesus
- Self-starting solution-oriented person who thrives in getting the job done; and done to the highest standard

- Personal/relational skills – good listener and communicator, with the ability to relate well to a wide variety of people and to handle conflict well
- A “deacon” as demonstrated in Acts 6, someone who desires to serve in practical/organisational ways in order to release/enable others to use their gifts
- Willingness to work flexibly: evenings and weekends when required

***Desirable:***

- Experience of working with the charitable sector, Church of England/diocese, local authority, education, managing volunteers,

## **6. Terms**

All staff appointments at The Point are subject to compliance to an enhanced criminal record check with the Disclosure and Barring Service (DBS)

Employed by The Point Board of Trustees

Reports to the Vicar

Length of Contract: 2 years (6 month probation period)

Hours: 3 days per week (24 hours)

Pay: £18,000 per annum (£30,000 pro rata, full-time equivalent)

Pension: The Church Workers Pension Scheme employer contribution (5%) paid by The Point and employee contribution (3%) paid from salary

Expenses: all reasonable working expenses (travel, hospitality etc)

Holiday: 5 weeks paid annual leave (15 working days)

Retreat: All staff are encouraged to take up to one week per year of retreat time, for prayer and reflection

Appointment: The appointment will be made by The Point Trustees, in agreement with the Official Visitor to The Point as a Bishop's Mission Order

Statutory: The employed Staff Member must be familiar with/adhere to The Point Staff Handbook, Diocese of Chichester employment policies, Health and Safety Policy and Safeguarding Policy, have DBS clearance and attend all relevant Safeguarding training

The Point Board of Trustees

25 November 2020

*thepointchurch.co.uk*

Registered Charity No. 1147721



## Appointment process and timeline:

- Application: send CV and letter of application to Barbara Redman, Church Administrator, [info@thepointchurch.co.uk](mailto:info@thepointchurch.co.uk)
- 5pm, Friday 11 Dec: Closing date for applications
- Sunday 13 Dec: Shortlisting, successful candidates to be invited for interview
- Interviews week beginning Monday 14 Dec – probably an evening zoom meeting or weekend of 19/20 Dec – convenient date to be agreed with candidate
- Start date: Tues 5 Jan (by negotiation, can be delayed if notice is required or a later date preferred)