

The Point Office
Unit 51, The Martlets
Burgess Hill
West Sussex
RH15 9NN

t. 01444 230830
e. info@thepointchurch.co.uk



26 November 2020

Dear Friend,

RE: APPLICATION FOR THE ROLE OF HEAD OF OPERATIONS, The Point Church

Thank you for your interest in the above role. We are praying for you as you seek to discern if this might be the right role for you. We are very excited about this new opportunity for the right person to take on a senior role on our team to help us move forward as an organisation with the many opportunities for mission and growth that are coming up over in the next few years.

Please read through the Job Description document on our website for full details of the role.

To apply please send your current CV and a letter of application to our Church Administrator, Barbara Redman, info@thepointchurch.co.uk. In your letter, please refer specifically to the Key Responsibilities listed in the Job Description, giving your relevant experience and qualifications, and explaining why you believe you are a good fit for this important role.

Please note, the closing date for applications is 5pm, Friday 11 Dec.

Shortlisting will take place on Sunday 13 Dec, and successful candidates to be invited for interview the following week beginning Monday 14 Dec. We realise this is a relatively short timeline and we are creating as much space as we can for interviews that week, in the hope of finding a convenient time for each candidate. Because of the current circumstances, the interviews will likely be held via Zoom, probably on a weekday evening or over the weekend of 19/20 Dec – a convenient date will be agreed with each candidate.

The start date for this new role is Tues 5 January 2021. However, there can be some flexibility on this date if notice is required to be given to an existing employer or a later date preferred by the successful candidate. But we are keen for the new Head of Operations to begin as soon as possible.

Many thanks again for your interest. With every blessing,

Revd Will Kemp and The Point Board of Trustees

thepointchurch.co.uk

Registered Charity No. 1147721

