

Chowdene Community Church Gateshead has a compelling vision to be a 'local church with a global reach'. We are looking for a dynamic individual to assist us with the practical delivery of our mission & vision. The role will involve co-ordinating various teams & activities across our church family as we seek to bring glory to God, grow our influence in our local community & build up our church family.

## Head of Operations

<b>Accountable to:</b>	Senior Leadership Team	<b>Responsible for</b>	Operational Teams
<b>Role Type:</b>	2 Year Fixed term, subject to 6 month & 12 month review	<b>Hours of Work &amp; Salary:</b>	Circa £25k pro rata- depending on experience Part Time, from 10 hours per week
<b>Role Purpose:</b>	To provide fixed term resource in the leadership of church operations. Equipping our Church in its own unique way to be the best version of itself in the delivery of our vision & mission		
<b>Responsibilities:</b>		<b>Person Specification:</b>	
<ul style="list-style-type: none"> <li>• Work alongside the senior leadership team as 'Chief Armour Bearer' to facilitate the delivery of church activities to the highest standard of excellence.</li> <li>• Appointment &amp; ongoing management of both paid &amp; volunteer operational teams, to agreed objectives &amp; milestones</li> <li>• Plan &amp; co-ordinate our Sunday morning gatherings as our weekly focal point of worship &amp; community, to inspire, equip &amp; mobilise the church</li> <li>• Plan, deliver &amp; support regular activities &amp; special events within the church calendar</li> <li>• Provide holistic, over-arching support to equip &amp; resource the pastoral, discipleship &amp; prayer initiatives across our church activities</li> <li>• Management of church financial budgets &amp; property portfolio</li> <li>• Ensure that legal guidelines &amp; best practice are followed in relation to the handling &amp; processing of data, policies, procedures &amp; governance.</li> </ul>		<p><b>You will be:</b></p> <ul style="list-style-type: none"> <li>• An experienced leader with a deep commitment to Biblical truth</li> <li>• A confident manager who can lead others to practical action</li> <li>• Highly relational</li> <li>• Well organised &amp; flexible</li> </ul> <p><b>You will have:</b></p> <ul style="list-style-type: none"> <li>• A strong personal Christian faith</li> <li>• Ability to inspire others</li> <li>• Strong communication skills</li> <li>• Experience of co-ordinating teams towards a shared purpose</li> <li>• Superb interpersonal &amp; leadership skills,</li> <li>• Proven history of strategic planning, delivery, budgeting &amp; reporting</li> </ul> <p><b>You May have</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a management role within sales, marketing, fundraising or operations, within a professional or vocational organisation</li> </ul> <p>It is expected that the person appointed would become a Church Member &amp;, in addition to their employment, contribute to the work &amp; witness of the church, taking a full &amp; active part in the life of Chowdene Church</p>	