

## Christ Church Huntingdon Operations Manager Role



### Part time to full time – at least 20 hours per week days to be agreed

#### **Background Information**

Christ Church Huntingdon is a recently planted conservative evangelical church meeting at Stukeley Meadows Primary School in Huntingdon. We were launched from St Andrew the Great as a “Bishop’s Mission Order” within the Diocese of Ely in September 2018.

We have around 60-80 adults and 30 children on a Sunday with others joining us online.

The vision of our church is *“to see the wonderful, good news of Jesus’ rescue, which transforms, unites and equips a community, prayerfully shared with all in the Huntingdon area”*.

Huntingdon is a market town of around 25,000 people, with a mix of different demographics including some significant deprivation and a fairly large Eastern European population. We love being here and are excited to be praying for another worker to this part of the Lord’s harvest field which has now become so dear to us. Our website is: [christchurchhuntingdon.co.uk](http://christchurchhuntingdon.co.uk).

We are seeking to employ an Operations Manager to work alongside the minister, Charlie Newcombe, and the Youth & Families’ Worker, Beth Lindon. We are open to this role being shared between two people, as it has been since September 2022.

#### **Person Specification**

We are looking for someone who:

- Is a current member in good standing of a local Bible-teaching church
- Would be willing to become a member of the Christ Church Huntingdon community, taking an active role in Sunday services and other activities
- Has a relevant track record in relation to organisation and administration and will be able to work with minimum supervision and sound judgement
- Is a generalist who is flexible and enjoys learning new skills
- Is self-motivated and will relish the opportunity to streamline administrative tasks for maximum efficiency and effectiveness
- Is a patient and gracious team player with excellent interpersonal skills and a servant heart
- Can delegate, develop and enthuse volunteers
- Agrees with the vision and values and ethos of Christ Church Huntingdon as outlined below and on our website
- Ideally has some experience in a similar role gained in a Conservative Evangelical Church, but this is not essential.
- Has an ability to maintain confidentiality.

The role will include some Sunday working, with hours spread ideally over a five-day working week (rather than focussed on one or two days). Because the role requires a whole-hearted commitment to the vision, values and ethos of the church, there is an occupational requirement for the post-holder to be an Evangelical Christian.

## **Job Description**

### **Job Purpose:**

The role is designed to free up the Pastor and Youth and Families Worker to concentrate on teaching, preaching and pastoral work. It is envisaged that the post-holder will take responsibility for the growing operational needs of the Church sitting at the centre of an administrative hub with efficient and effective processes. Because every-member ministry is at the heart of our life together, we are looking for someone who can delegate tasks and who can motivate and support volunteers.

### **Principal Responsibilities**

#### 1. Volunteer Management (in conjunction with the pastor)

- Identifying opportunities for every member ministry
- Recruiting and developing a team of volunteers
- HR for non-safeguarding roles
- Organising rotas

#### 2. Administrative support for the Pastor, Staff Team, and Church Council

- Diary Management
- Organising meetings including arranging venues and distribution of papers
- Taking minutes and storing records in an orderly manner
- Meeting twice weekly with the Pastor and Youth & Families Minister

#### 3. General administration

- Point of contact for all practicalities and events
- Bookings and occasional events management
- Management of the Church website, including uploading of sermons, blog pieces and other materials in a timely manner. NB this is content rather than complex coding.
- Maintenance of day-to-day financial records and expenses
- Other organisational and office tasks and communications

#### 4. Overseeing Compliance

- Other organisational and office tasks and communications
- Health and Safety, including making risk assessments
- PAT testing
- Fire safety
- GDPR
- Support for safeguarding officer, including processing DBS checks
- Support for treasurer
- Support for remuneration committee
- Administration of CCLI licensing and reporting
- Other related duties

#### 5. (Dependent upon gifting) Co-ordinating sung worship\*

- Choosing/suggesting songs for Sunday services, in discussion with Charlie and the preachers
- Involvement in leading sung worship in the services
- Responsibility for training and recruiting those who serve in the bands on a Sunday

#### 6. (Dependent upon gifting) Children and youth work\*

- Involvement in a mid-week youth outreach Bible study, leading studies, getting to know young people, helping practically
- Involvement in Sunday morning children's groups, either planning and leading sessions, or assisting.

\*Items 5 and 6 are **non-essential** to the role and any applicant who feels they are not able to be involved in these areas should not be deterred from applying. However, our outgoing operations managers have been involved in these areas and there will be opportunities for future Operations Managers to serve in these ways.

#### Statement of Ethos:

The doctrinal basis of the founding documents of Christ Church Huntingdon can be found [here](#) (see page 14) and the founding members of the council assented to the [Jerusalem Statement](#). The individual we are seeking to employ would be expected to be supportive of this statement (especially its understanding of human sexuality). We therefore also expect the individual to live a consistent and godly life of joyful and prayerful dependence on Christ and be clearly convinced that the Word of God does the work of God by the Spirit of God in the people of God. There is therefore a genuine occupational requirement for the person holding this post to be a practising evangelical Christian.

#### Terms & Conditions:

- **Job Title:** Operations Manager, Christ Church Huntingdon.
- **Responsible to:** Rev Charlie Newcombe.
- **Employer:** The Trustees of the Gospel Ministry Support Trust (GMST). [TBC].
- **Hours of Work:** Up to 25 hours a week
- **Annual Leave:** 33 days of annual leave pro-rated including bank holidays
- **Salary:** £24,000 - £30,000 Pro-rated and dependent upon levels of experience
- **Pension Contribution:** 8% will be paid by Christ Church Huntingdon. The post-holder would be strongly recommended to pay at least 2% of their salary towards their pension.
- The role would be subject to a **probationary period** of 6 months.
- We would consider requests from the individual to take part in some sort of **summer camp or venture** (either one that he or she is already involved with, or one that we can recommend). This would not count as annual leave.
- This post will be subject to an **enhanced DBS disclosure** through the Diocese of Ely.

#### Application Process & Interviews:

If you would like to apply for this job, please fill out the attached application form, and email it to Charlie Newcombe (pastor) [revcharlienewc@gmail.com](mailto:revcharlienewc@gmail.com), by 12 noon on **13<sup>th</sup> April 2023**. Interviews will likely be held in the week of the 24<sup>th</sup> April 2023, e.g., the afternoon/evening of Monday 24<sup>th</sup> April (but this can be negotiated).

**Application for the post of Operations Manager**



Please complete and email this form to: [revcharlienewc@gmail.com](mailto:revcharlienewc@gmail.com)

Completed application forms must be returned by:

**Thursday 13<sup>th</sup> April 2023, 12 noon.**

Please type or write clearly using black pen.

Where did you hear about this vacancy? \_\_\_\_\_

**NAME:**

**ADDRESS:**

**EMAIL:** .....

**PHONE NUMBER** (daytime):

**PHONE NUMBER** (evening):

**REFERENCES**

Please provide the names, organisations, job titles, addresses, email addresses and phone numbers of three referees. At least one must be your current or most recent employer, and normally one would be a senior minister of your current church for a pastoral reference.

Please indicate the capacity in which you know the referees.

Name:	Name:	Name:
Organisation:	Organisation:	Organisation:
Job title:	Job title:	Job title:
Address:	Address:	Address:
Email:	Email:	Email:
Phone number:	Phone number:	Phone number:
How do you know this referee?	How do you know this referee?	How do you know this referee?
May we approach this referee for a reference now? <b>YES/NO</b>	May we approach this referee for a reference now? <b>YES/NO</b>	May we approach this referee for a reference now? <b>YES/NO</b>

### PREVIOUS EMPLOYMENT & EDUCATION

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

Dates		Place of study	Qualifications attained
From	To		

Previous churches attended ...

Interests/Hobbies/Recreational pursuits ...

Any relevant information you would like to share about your family situation...

Do you possess a car? YES/NO  
Do you possess a full driving licence? YES/NO

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.

Please continue overleaf if needed

## REHABILITATION OF OFFENDERS ACT

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

Having a criminal record will not necessarily bar you from working with us.

## HEALTH

Please specify any special access requirements you may have in order to attend interview.

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed: .....

Dated: .....