

Overview

C3 UnitedLife (C3 UL) is a contemporary and charismatic church of approximately 200 adult members and a regular Sunday congregation of around 150 adults plus 50 children and young people. We meet on a Sunday morning at Bourne Hall in Ewell, Surrey and are looking to soon add a new location in the London Borough of Sutton. One church, two locations! An overview of all the current ministries, services and events of the church can be found at www.united-life.com.

The church also owns and runs a Coffee Shop, TazZa Coffee that is located on the ground floor of the church office building on Sutton High Street. It is an important part of the church and our mission to Sutton.

We are passionate about sharing the good news of Jesus Christ and we wholeheartedly believe in the authority of the Bible and the powerful ministry of the Holy Spirit. We are a part of the C3 global movement under the leadership of Pastor Phil and Chris Pringle of Australia (www.c3churchglobal.com) adhering to the C3 Statement of Faith and also the Evangelical Alliance Statement of Faith.

Mission Statement



Vision & Values

Our mission is fulfilled through these 12 core values:

IN JESUS' NAME!

THE FAMILY OF GOD	ON THE MISSION OF GOD	SHAPING THE FUTURE
Worship	Prayer	Leadership
Generosity	Presence of God	Relevant
Freedom	Word	Vision and faith
Servanthood	Disciple-makers	Social Justice

THE FAMILY OF GOD...

Worship

- we offer ourselves as living sacrifices, holy and pleasing to God
- we exist to glorify God in thought, word and deed

Generosity

- We are blessed to be a blessing
- All that we have comes from God, we use it to serve Him and His people

Freedom

- We come as we are but we don't stay that way
- We speak truth in love, spurring each other on to Christ-likeness

Servanthood

- We are one body, many parts
- Every believer has a place to use their God-given gift for the benefit of the whole

ON THE MISSION OF GOD...

Prayer

- The engine room of the church
- We pray and petition for God's will to be done on earth as it is in heaven

Presence of God

- Holy Spirit brings salvation, freedom, healing, hope
- We carry His presence to transform society

Word

- The Bible is the blueprint for our lives
- We know the Word, proclaim the Word and live the Word for all to hear, see and experience

Disciple-makers

- We join Christ in the Great Commission to make disciples of all nations
- We seek to be filled to the measure of the fullness of God

SHAPING THE FUTURE...

Leadership

- We raise and release Godly leaders - men and women - to be social architects of our community
- Leaders equip and empower all to run their race well

Relevant

- We understand the culture and needs of our community
- We are a prophetic people who innovatively shape the future

Vision and faith

- God calls us to do things beyond our own means and resource
- We live by faith in obedience to what He asks of us

Social Justice

- Christ's love in us compels us to reach out to the poor, the marginalised and the suffering
- We're agents of change to a broken world

Ministry Title: Operations Manager
Ministry Base: C3 UnitedLife Regional Church Resource Centre
Reporting to: Executive Pastors

Job Overview

With a vision to be a multi-site church over the coming years, C3 UL is establishing a Regional Church Resource Centre to serve, support and resource all future church locations. This new ministry role – Operations Manager – will be based within this resource centre as part of the Executive Leadership Team.

The Operations Manager will provide strategic operational leadership, support and direction to the ministries of the church and future church plants.

Main Duties / Responsibilities

1. To prayerfully and strategically lead C3 UL as a member of the Executive Leadership Team
2. To oversee and manage all C3 UL and UL Trading Ltd financial matters
3. To provide leadership and line management to ministries within the Operations department of the Regional Church Resource Centre
4. On behalf of the Trustees to act as the C3 UL Data Controller, overseeing data protection to ensure new data guidelines are reflected in all C3 UL policies, systems and structures for all ministry areas
5. To centrally oversee and co-ordinate the Safeguarding Team and administration for C3 UL
6. To oversee building matters for C3 UL properties and hire venues
7. To oversee all aspects of Health and Safety for C3 UL
8. To oversee the day-to-day functions of the C3 UL staff office
9. To join and actively participate in the full vision and values of C3 UL

Job Specifics

1. To prayerfully and strategically lead C3 UL as a member of the Executive Leadership Team
 - To attend Executive Leadership and Trustee meetings as required
2. To oversee and manage all C3 UL and UL Trading Ltd financial matters
 - To strategically lead the development of accounting processes and management of financial affairs
 - To prepare annual budgeting proposals/reports/statements and monthly management accounts
 - To report financial matters to the Executive Leadership Team and C3 UL Trustees
 - To manage and lead all C3 UL and UL Trading Ltd financial accounting processes
 - For C3 UL, recording income into the donations systems and submitting gift aid claims
 - Reconciling accounts
 - Paying of bills, invoices, consultants, staff payroll, expenses etc
 - In co-ordination with the TazZa Coffee Shop Manager to help manage and lead the reconciliation all UL Trading Ltd financial accounting processes
 - To liaise with legal bodies and regulatory authorities such as Auditors, the Charity Commission / HMRC / other with regard to C3 UL and UL Trading Ltd financial matters
3. To provide leadership and line management to ministries within the Operations department of the Regional Resource Centre
 - To provide leadership and line management to staff and volunteers
 - To lead departmental meetings
 - To undertake staff reviews / probation reports as necessary
4. Acting on behalf of the Trustees as the C3 UL Data Controller to oversee data protection to ensure new data guidelines are reflected in all C3 UL policies, systems and structures for all ministry areas
 - To act as the contact within C3 UL for data protection issues
 - To maintain the central 'Information Asset Register'
 - To administer, update and review all data protection policies / processes / systems
 - To liaise with regulatory authorities/bodies and data subjects over data protection issues
5. To centrally oversee and co-ordinate the Safeguarding Team and administration for C3 UL
 - Facilitate the training and schedule meetings for C3 UL Safeguarding Officers
 - Administrate safeguarding paperwork to ensure the secure central storage of safeguarding cases
 - With the support and expertise of the Safeguarding team and CCPAS ensure that C3 UL safeguarding policies and procedures are up to date and operationally functional

- To report in a timely manner any safeguarding matters as regular agenda items for consideration at Trustee meetings
6. To oversee building matters for C3 UL properties and hire venues
 - To co-ordinate the maintenance and facilities for 188, TazZa, the contract with Bourne Hall, and Sutton Central location
 - To organise and maintain building insurance policies
 - To co-ordinate and maintain bookings for TazZa / meeting room rentals, ensuring appropriate insurances and hire agreements are in place
 - To liaise with utility companies, contractors, local council etc. on building related issues
 7. To oversee all aspects of Health and Safety for C3 UL
 - To maintain and update C3 UL H&S policies and procedures
 - To oversee annual Risk Assessments
 - To act as the central contact with ministry departments over H&S issues
 - To facilitate the training of First Aiders across all ministry departments
 - To ensure ongoing compliance with regards to certification, equipment etc.
 8. To oversee day-to-day functions of C3 UL staff office
 - To order office supplies
 - To oversee and manage the office cleaner and their weekly payment
 - To co-ordinate the IT/technological needs and issues with the IT Consultant
 - To oversee and administer the office petty cash supply
 9. To join and actively participate in the full vision and values of C3 UL
 - To fully support and embody the vision and values, statement of beliefs of C3 UL
 - To attend C3 UL as a regular worshipper
 - To attend and actively contribute to a weekly time of devotion with the Resource Centre Staff Team
 - To be an active member of the church leadership community
 - To speak in church services or other local churches as requested

General

- To work flexibly, contributing to C3 UL's mission of a general nature providing cover for other staff from time to time
- Participates in Staff Annual Reviews and any training as identified from time to time
- Carries out duties at all time with due regard to Equal Opportunities, Health and Safety and other policies as agreed from time to time

Notes

- The particular duties and responsibilities contained within this ministry role are somewhat difficult to reflect in full and complete detail/definition, particularly in light of this being a pioneering role. The ministry role may therefore vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside

this description will only be made after consultation with the jobholder with the object of reaching agreement. These changes will be updated on the job holder’s ministry role.

- The nature of this role, the context in which it is carried out, and the direct link to the ethos of the organisation give rise to an ‘occupational requirement’ (OR) for the post-holder to be a Christian. There is a Genuine Occupational Requirement (GOR) that the post holder be a Christian in full support of C3 UL’s vision and values and statements of beliefs. The post holder will be required to demonstrate a clear personal commitment to the Christian faith and a lifestyle that is consistent with the historic teaching of the New Testament.

Please refer to C3 UL's Vision and Values, Statements of Belief, and Equal Opportunities Policy.

- The successful applicant will be required to personally apply for a Basic DBS Disclosure to confirm details submitted on the application form in relation to unspent criminal convictions.

Person Specification

The Operations Manager will have a clear call to strategically lead with proven operational management skills and meet the below essential requirements. The primary area of gifting for this role is that of strategic operational management, an inspiring team leader with strong people management skills.

The Operations Manager will have a mature, vibrant and consistent personal faith in Christ. He/she will be a person of deep faith, humility and prayer, thriving on team work in a pioneering, pressured context.

<i>Education / Qualification / Skill / Characteristic</i>	<i>Essential or Desirable?</i>	<i>Identified by?</i>
<i>Minimum of 5 years’ experience of operational management (this can be evidenced from a range of different environments)</i>	<i>E</i>	<i>Application Form</i>
<i>Experience of strategically and proactively leading the development and management of financial affairs / accounting processes / procedures</i>	<i>E</i>	<i>Application Form</i>
<i>Experience of preparing financial statements and liaising with Auditors during the annual audit</i>	<i>E</i>	<i>Application Form</i>
<i>Part-Qualified Accountancy Qualification or Qualified by experience (minimum of 3 years managing financial accounts/processes)</i>	<i>E</i>	<i>Application Form</i>
<i>Experience of managing data in line with data protection regulations/requirements</i>	<i>D</i>	<i>Application Form and Interview</i>
<i>Experience of managing buildings / facilities management</i>	<i>D</i>	<i>Application Form and Interview</i>
<i>Experience of managing an office / working in an office environment</i>	<i>D</i>	<i>Application Form and</i>

		<i>Interview</i>
<i>Experience of H&S policy / procedure / risk assessment</i>	<i>D</i>	<i>Application form and Interview</i>
<i>Knowledge of safeguarding issues / record keeping</i>	<i>D</i>	<i>Application Form and Interview</i>
<i>Experience and a proven record of effective team leadership, and line management of individual staff</i>	<i>E</i>	<i>Application Form and Interview</i>
<i>Mature and confident manner</i>	<i>E</i>	<i>Interview</i>
<i>Ability to delegate with authority</i>	<i>E</i>	<i>Interview</i>
<i>Exceptional oral, written and interpersonal communication skills</i>	<i>E</i>	<i>Application Form & Interview</i>
<i>Exceptional attention to detail whilst also being able to see the big picture</i>	<i>E</i>	<i>Application Form</i>
<i>Fully competent using computer programs, email, social media and the internet</i>	<i>E</i>	<i>Application Form & Interview</i>
<i>Experience of overseeing an office's IT systems / teams IT needs</i>	<i>D</i>	<i>Application Form and Interview</i>
<i>Ability to proactively and peacefully mediate conflict resolution</i>	<i>E</i>	<i>Interview</i>
<i>Confident in working on their own, ability to use their initiative</i>	<i>E</i>	<i>Application form & Interview</i>
<i>Ability to be adaptable and flexible</i>	<i>E</i>	<i>Interview</i>
<i>A commitment to the vision and values and statements of belief of C3 UL</i>	<i>E</i>	<i>Interview</i>
<i>A devoted follower of Jesus Christ, with clear testimony and ongoing spiritual growth</i>	<i>E</i>	<i>Interview</i>
<i>A desire to continue study for personal development</i>	<i>E</i>	<i>Interview</i>
<i>A person of faith – someone who trusts God to do the impossible but lives with their feet firmly on the ground</i>	<i>E</i>	<i>Interview</i>
<i>A person of worship, prayer, Bible and ministry of the Holy Spirit</i>	<i>E</i>	<i>Interview</i>
<i>Lives a lifestyle consistent with the teaching of the New Testament</i>	<i>E</i>	<i>Interview</i>



What we can offer

Working for C3 UL is never dull! It is a church that believes in striving for and achieving excellence in all that we do. It is therefore, by nature, a stretching and progressive workplace, which brings excitement and satisfaction in achieving great things for the glory of God!

We offer a competitive salary and constant opportunities to be stretched in your role. We also provide regular line management and weekly staff devotional times for the Staff Team to invest in your spiritual growth and development.

Over and above this workplace support, we are a close church community that will uphold you in prayer, with a strong commitment to seek God's best for you!

Hours of Work

This will be a part-time role, 22.5 hours per week (0.6 of FTE). Ideally, we would like these hours to be worked across 5 days of the working week, for example 10am-2.30pm to ensure a consistent presence within the Regional Resource Hub. However, we welcome applications from interested candidates and are happy to discuss working hours with applicants.

Employees are expected to be flexible and may be required to work additional hours to meet the needs of UnitedLife.

Each paid ministry role within C3 UL supports a committed community of volunteer church members who volunteer their time freely within the life of the church, on Sundays and throughout the week.

In addition to your employed role as a C3 UL staff team member you are also expected to actively serve amongst this volunteer community on a Sunday and throughout the week as a committed volunteer in various unpaid roles, which may change from time to time.

Salary

£17,100 per annum (worked out pro-rata on 0.6 of FTE)

The full-time equivalent salary is £28,500 per annum.

Holiday

In a full leave year full-time employees are entitled to 5.6 weeks (28 days) holiday per annum, in addition to the 8 statutory bank and public holidays. FTE entitlement is therefore 36 days holiday.

For this role the pro-rata annual leave entitlement will be worked out on 0.6 of FTE.

Pension

As an Employer, from the 1st February 2016, we have a legal obligation to automatically enrol all eligible employees into our appointed pension scheme. Our appointed scheme is NEST, a Government initiated scheme to support employees save for their future retirement.

Length of Contract

This is a permanent contract.

Probationary period

There will be an initial probationary period of 6 months, with an interim 3-month review during this time.

Location

The job will be initially located at C3 UL's Regional Resource Centre, currently located in 1c Manor Place, Sutton, Surrey, SM1 4BB. However, it may be that the job holder will be required to work on different duties or in other jobs within his/her competence or at different locations as may be required in the execution of the duties.

Line Management Responsibilities

The post has line management responsibility for staff within the Operations Team within the Regional Resource Centre, with some responsibility too to lead and support volunteer Team Leaders and Team Members.

Applications

Please ensure that you read all the application literature including the job description and person specification carefully, tailoring your application to show how your skills and experience match the requirements of the role.

Please ensure you read C3 UL's Statements of Belief and Equal Opportunities Policy.

Please also ensure you read the 'Recruitment Privacy Notice' (at the end of the application form) which details our commitment to your personal data. Please make sure you tick the consent boxes at the start of the application form to give us your permission to process your personal data.

For an informal discussion about this role please do contact Melissa Piper, Executive Pastor at melissa@united-life.com

Applicants should complete the application form and email it back to Melissa Piper, Executive Pastor at melissa@united-life.com by the closing date.

Please note that appointment is conditional on the receipt of satisfactory references and a Basic DBS Disclosure check.

Closing date will be 5pm on Friday 18th May 2018.

Please note: If you have not heard from us within 6 weeks of the closing date you should assume that your application with us has been unsuccessful.

Thank you for your interest in this position with C3 UL.