



Job Description – Operating Officer

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Background on Church Crawley

Our Vision: For us here in Crawley, our vision is to Love Jesus, Love Church, Love People and Love Crawley.

Our Mission: Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture. Each member of staff plays a key role in contributing to our vision.

Our values: Church Crawley is a vibrant family of churches in Crawley seeking to play its part in the evangelisation of the nations, the revitalisation of the church and the transformation of society, by loving Jesus, loving church, loving people and loving Crawley.

At our core we are filled with the **Holy Spirit**. We are **humble**, not thinking too highly or too lowly of ourselves, knowing our identity is secure in Jesus. We are **hungry**, hungry to grow in relationship with Jesus, to serve, hungry for Crawley. We are **home**, a welcoming place where everyone is seen, heard and loved, a place of both comfort and challenge.

From humble comes aspiring for **excellence**, bringing our best as we honour God with our skills and abilities. From hungry comes **generous**, pouring out all we have, giving our time, energy and resources. And from home we want to be **risk takers** for the kingdom of God, not taking ourselves too seriously but taking God really seriously. We know we're not risking our reputation but God's, and He's so big He can take it.

We encourage applications from those of black, Asian and minority ethnic backgrounds.

Who we are: The first adventure began in the 13th Century with Church at St John's, a daughter church to a church in Slaughtam. The most recent chapter began in the summer of 2017 when we were sent out from St Peter's Brighton with a small team. In the September we started a new service at St John's, alongside the existing traditional services. From that first Sunday we have been blown away by the amazing people of God who have joined us on the journey.

We are part of the HTB Network, which has a big vision, to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. For us here in Crawley, that means we love Jesus, love church, love people and love Crawley. Alpha, Sundays, Social Action and Discipleship are core to this vision, but what's really important to us are the steps we take on the journey.



Over the last 5 years, the congregation has grown beyond the walls of St John's and now has 3 sites, partnering with existing congregations at St Peter's and St Richard's.

Church at St Peter's is in West Green, opposite The Swan pub and just down the road from Crawley Hospital. It's not just the geographic centre of West Green, it's the centre of the community. For years St Peter's have run book sales, a community cinema and hosted the local girl guides, as well as a traditional Eucharist service at 10am on Sundays. We're really excited to be journeying together, with a vision centring on the established links with the local community, working together to find an expression of social action in West Green.

Church at St Richard's is in Three Bridges, located opposite Three Bridges Primary School and across the road from the parade of shops. It has the potential to be the beating heart of the community. For many years St Richard's have run groups for pre-school children and their parents and carers, as well as a traditional Eucharist service at 9.30am on Sundays. With a vision focussed on launching a new children and families centre, working with the local schools, and connecting meaningfully with the community throughout the week, we can't wait to be part of what God's going to do in Three Bridges.

Church at St John's is in the centre of town. Our vision for St John's is to see the building open 24/7 as a House of Prayer, for any of the many passers-by to drop in at any time, pray and light a candle. We're excited to see the traditional services continue to grow at St John's with the beginning of a choir and a group of young adults regularly serving as acolytes and preaching at our 9am Eucharist.



Job Description

Job Title	Operating Officer
Team	Creative
Location	Crawley, West Sussex
Responsible to	Vicar

Part 1 – Job description

1. Main purpose of the job

Church Crawley is seeking an organised, mature, dynamic and visionary Operating Officer to work alongside a collaborative team as we go through a period of significant expansion.

Collectively the three Crawley churches in our family have a Sunday attendance of over 400 adults and young people. Over the next 5 years, we are seeking to 'scale up' this family of churches, planting two churches in new housing estates and opening a new venue for our worshipping community in Crawley town centre. The **Operating Officer is to** oversee our ongoing operations and procedures. And have responsibility for the efficiency of running of Church Crawley. You will be key member of the ministry heads team, reporting only to the Vicar. You'll have to maintain control of diverse areas of the church's operation that include, HR, H&S, Administration, Building Projects, and the care of the Team, so we would expect you to be an experienced and efficient leader who also has excellent people skills and exemplary work ethics. The goal of the Operating Officer is establish the most efficient operational processes and structure of Church Crawley in order to create the best environment to lead to growth in numbers, growth in depth and growth in mission of people being transformed by Jesus Christ.

2. Working environment

At Church Crawley we are a faith community. All our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith. Our roles, therefore, have a genuine occupational requirement to ensure protection of our strong Christian ethos and values.

- All staff are expected to live out Church Crawley values as they represent Church Crawley externally
- All Church Crawley staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional, and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of



variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

3. Key duties and responsibilities

- Have great inter-personal skills both for internal and external relationships. Key external stakeholders will be Crawley Borough Council, The Diocese of Chichester, Church Re-Vitalisation Trust, HTB Alpha and Love Your Neighbour. Key internal stakeholders will be St John's, St Peter's, St Richard's and LYN Crawley.
- Work closely with the Vicar to envision and deliver the best operating procedures in order to fulfil the vision and values of the HTB Network and Church Crawley.
- Project Manage Building Projects and ongoing Building maintenance across the 3 and soon to be 4 sites working alongside the respective Parochial Church Councils.
- Oversee staff who will manage the booking of the various Church spaces and deal with long term leases.
- Line Manage a team that includes the Parish Administrator (Staff), Operations Assistant (staff) and some volunteers across Church Crawley to deliver an efficient operations ministry across the sites. This will include the Church and Team Calendars, Website, PCC (Trustee) Meetings and Service Sheets.
- Ensure that Church Crawley is Health and Safety compliant and help deliver risk assessments across the activities and sites working with Ministry leads.
- Lead on HR such as identifying alongside the Vicar training courses and outside speakers and manage the completion staff appraisals and reviews.
- To Assist the Vicar in delivering the Strategic Development Fund Project from the Church Commissioners. This will be monthly update meetings and bi-monthly board Project Board Meetings.
- To lead a team in finishing and implementing a fundraising strategy across the ministries of the Church.
- Any other special projects that come up

Part 2 – Person specification

Job title: Operating Officer

	ESSENTIAL	DESIRABLE
Qualification		Degree Level Education or Vocational Equivalent concerning Project Management
Experience	- Proven Track Record in the workplace - Project Management - Budget management and subsequent reporting - Line management and development of staff and Volunteers	
Skills/Abilities	- Excellent communication skills both written and oral - Highly organised - Self-motivated and able to work independently, as well as good team player. - Able to prioritise and meet deadlines. - Proficient IT skills (particularly Excel)	
Personal Qualities	- A practising Christian and have a heart for God, and a desire to grow in faith, in agreement with the vision of the church. - Have a generous heart to serve people in Crawley and St John's Church. - High degree of discretion and confidentiality - Flexible attitude - Open, enthusiasm, energy, commitment, and a sense of humour	



OTHER COMMENTS:

Genuine occupational requirement to be a practising Christian.

You may not have experience in every aspect of the role before, but that is ok, you will receive ongoing support and development that will provide you with the skills and knowledge required for a successful career

**Church Crawley
Further information for applicants**

Job title: Operating Officer

Office hours:

Core 35 hour working week, that will be usually Mon-Fri 9am-5pm, but during other key dates as the needs of the church dictate, such as Annual Parochial Church Meetings and trustee meetings (for which time off in lieu will be offered).

Attendance at daily morning prayer meetings.

The postholder will be encouraged to attend "Focus" (our church family long weekend away during the summer) and the HTB Leadership Conference.

This role is based in Crawley, West Sussex.

Annual leave - full year:

25 days pro-rata + statutory bank hols

DBS / police check:

This role requires an enhanced DBS check.



Pension scheme:

All staff who meet the criteria are automatically enrolled onto the Church Crawley pension scheme.
Church Crawley will contribute 4% of your salary to your pension.

New staff service:

6 months probationary period with a 3-month review

Salary: £28,000 per annum full time