



The Diocese of
Southwark

Director of Operations

St John the Divine, Kennington

Vacancy Information Pack

Closing Date: 2nd October 2023

Interview Date: 9th October 2023



The Diocese of
Southwark

6th September 2023

Dear Candidate,

I am delighted that you have expressed interest in the role of Director of Operations based at St John the Divine, Kennington, and I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our team as we support the flourishing of existing and new worshipping communities in south London.

If you feel called to be part of this journey and have the necessary enthusiasm, skills and experience, then we would be delighted to hear from you. Please complete the attached application form, with reference to the Job Description, and send to vicar@sjdk.org

If you would like an informal discussion about the role, then please feel free to contact me.

Yours sincerely,

Canon Mark Williams

vicar@sjdk.org



Diocesan Vision

To Serve our Communities, Share our Faith, with great joy and gladness
Be the Church; a people with hearts on fire, loving God, walking with Jesus
and led by the Spirit

Job Description

Job Title: Director of Operations

Salary: £40,000 per annum

Employer: Diocese of Southwark

Hours: Full time, 35 hours per week, occasional evenings and Sundays

Contract: Five years, fixed term

Base Location: St John the Divine, Kennington, Vassall Rd, London SW9 6JA

Reporting to: Canon Mark Williams

Background: This is an exciting opportunity for a Director of Operations to play a key role in helping the church to grow and thrive.

St John's the Divine, Kennington has been identified as one of the places in the Diocese of Southwark where there is a clear opportunity for growth. As the result of a successful bid by the Diocese of Southwark we have obtained the funding for this post from the Church of England's Strategic Development Fund.

We want to appoint a Director of Operations to join our leadership team at an exciting new juncture, and ensure we realise our vision through the smooth running and coordination of all Church operations across our Resourcing Church network.

Job purpose: The Director of Operations will:

- Support the Incumbent of St John the Divine in the effective administration of physical and financial resources at St John the Divine, including implementing policies and monitoring and reporting on work.
- Work closely with the Incumbent of St John the Divine to ensure the strategic priorities of the St John the Divine Resourcing Church network are delivered.
- Collaborate effectively with leaders, ordained and lay, in the Resourcing Church network - currently St John the Divine Kennington, St Faith North Dulwich, and the Korean congregation at St James' Malden.

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability



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Key Relationships: Core Leadership Team

Diocesan SDF Project Manager and the Core Project Team

Key Responsibilities: The role covers a wide range of tasks, which fall into the areas outlined below.

- Property management:
 - Oversee maintenance of church buildings and grounds (including church, hall, four flats and a curate's house), ensuring relevant checks are up to date and records are maintained.
 - Manage lettings of the church's four flats, and curate's house when available
 - Manage church / hall bookings in collaboration with Precentor / Parish Office
 - Report on this to PCC buildings committee.
- Support the Clergy, and other leaders in the administration of choirs, youth projects and other works of mission and ministry.
- Publicity:
 - Manage the church's website, social media, and written communication with congregation, to actively promote the church's ministry and mission
- Ensure that parish administration and internal structures are efficiently supporting the Parish's ministry and mission, in collaboration with the Vicar and Parish Administrator.
- Fundraising:
 - Identify and pursue grants and fundraising opportunities, in collaboration with others in the parish
- Support the incumbent in strategic operations in relation to St Faith's North Dulwich and Korean Church, New Malden.
- Collaborate proactively with all clergy, staff, and parish officers to ensure smooth running of the parish to the greater glory of God.
- Depending on experience role holder will take on more responsibility over time.

Person specification:

Essential:

- Be an able communicator who can inspire trust and confidence in others.
- Have strong leadership, motivational and organisational skills
- Able to work independently and as part of a team, including clergy, other staff, volunteers, contractors, tenants, parents, teachers and parishioners.
- Have the ability to work with adults, children and young people from a range of backgrounds, and to command their respect.
- Have knowledge and understanding of the Church of England and have enthusiasm for the diverse and inclusive culture of St John the Divine.

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- Passionate about serving the community in collaborative ways
- Have excellent ICT skills and be confident in working with Word, Excl, QuickBooks etc.

Person specification:

Desirable:

- Proficiency in Spanish and/or Portuguese would be an advantage.
- Graduate-level qualification or equivalent.

Equal opportunities, Anti-Racism & LGBTQ+

St John the Divine is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work, and to be committed to the flourishing of all people in our diverse community.

Safeguarding

St John the Divine is committed to safeguarding and protecting the welfare of all children, young people and vulnerable adults, and expects all staff and volunteers to regard Safeguarding as paramount. A Disclosure & Barring Service (DBS) check is a requirement of this post.

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DIOCESE OF SOUTHWARK

Director of Operations

Outline terms and conditions

Normal Place of Work

St John the Divine, Kennington, Vassall Rd, London SW9 6JA

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Length of contract

The post is funded for a fixed term for 5 years.

Salary

The post has the salary of £40,000 per annum.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

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Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

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