Head of Operations

Thank you for having expressed an interest in this exciting vacancy. Please find below job description, person specification and information about the church. If you wish to apply, please complete an application form and submit **by 12.00pm on 21st January 2027** by email to info@htchurch.uk or by post to Holy Trinity Church Wallington, Maldon Road, Wallington, SM6 8BL.

Job Description:

Our whole church vision is "to be a growing family where God transforms lives through Jesus."

Purpose of Post: To enable the vision for the church and its facilities to become reality, and to co-ordinate all aspects of church operation and organisation so to release pastoral and teaching staff for church growth.

This **post is being offered as either full time or part time** (previous situation) to suit the successful candidate and their skillset.

Key responsibilities

1) To work with the incumbent and leadership team to achieve the outcomes and goals of our vision and values by
   a) Enabling church members & teams in service of the body of Christ – this includes the management of teams and recruitment of volunteers
   b) Development, maintenance and use of the physical facilities of Holy Trinity Wallington - this includes curating a vision and plan to proactively develop church facilities and activities for use and support of the church's vision, mission and outreach
2) To oversee the marketing and lettings of the church's facilities in line with the vision and purpose of the church
3) To ensure professional upkeep, maintenance and financial management of the operations of the Church and Trinity Centre, ensuring compliance with all operational statutory requirements and maintenance of policies including overseeing the Safer Recruitment of staff and volunteers to ensure compliance with Safeguarding Policies and Procedures
4) To be the ultimate point of contact for all operational issues for the church, including leading an operations staff team to ensure excellence in administration and organisation
5) To oversee, with and on behalf of the Vicar, the HR Responsibilities of the employed staff at Holy Trinity.
6) To oversee internal and external communications of the church to ensure it helps to achieve the church's vision; this includes making best use of IT, web and social media throughout the church.
7) To play a full part in the worshipping community of the staff team, including the leading of worship, bible study and prayers in staff meetings

Key relationships:

1) Holy Trinity are in the position to offer:
   a) coaching from the previous retired role holder, during the probation period.

b) the support & expertise of a development team to aid the progression of the candidate for as long as is felt necessary

2) This is a senior leadership role within the church's staff team and governance structure (PCC) of the church.
   - The Head of Operations will report to the Vicar and be accountable to the People & Plant Management team.
   - The Head of Operations will work with, attend & report regularly to PCC
   - This role requires working with & alongside existing team structures, policies & processes, whilst simultaneously having significant leadership responsibility.
3) The Head of Operations will be responsible for: Operations Team comprising Church Administrator, Café Manager and Receptionist/s (paid and voluntary – whose role will be front of house and outreach)
4) Day to Day, the Head of Operations will work closely with the Vicar, the Staff Team, Chair of the People & Plant Management Team, Church Wardens, Treasurer and Operations Team
5) The Head of Operations will be a member of
   a) Plant and People Management Team whose role is to oversee all business and strategy matters of the Church complex
   b) Building Team who work with Church Warden and Head of Operations to deliver all aspects of building maintenance
   c) Finance Team who are responsible for the maintenance of the church's finances and promotion of all stewardship
6) This requires working on behalf of the PCC with key external bodies such as The Charity Commission and the Diocese of Southwark

Person Specification:

The **essential qualities** of the successful candidate are:

Christian Character and Personal Qualities:

1) Have a strong love and commitment to Jesus Christ as Lord and Saviour, be a mature Christian of godly character with a deep love for God's word, God's church and a desire to serve him wholeheartedly in your whole life.
2) Have a maturity and wisdom that means you are humble, reliable, dependable & teachable. You will be able to challenge and be challenged. You will be a hard worker never above menial tasks, someone who cares about people & who is willing to let the buck stop with them.
3) Commitment to and agreement with Holy Trinity Church's vision, beliefs[1] and values
4) Display the spiritual gifts of administration and leadership
5) A heart to share the gospel with those who do not yet believe in Jesus, including those in the parish of Holy Trinity Wallington
6) You thrive working as part of a team, particularly with people different from yourself. You will be particularly keen to see others be enabled to grow and develop.

Experience:

1) Operational work at a senior level
2) A grasp on the workings of a Church.

[1] See Appendix 1 – taken from our website about "What do we believe at Holy Trinity Wallington"

3) Leadership in a workplace and/or a Christian church (e.g. PCC member, church warden, Deacon, trustee etc).

Skills:

1) Leadership and team skills including ability to motivate and implement change
2) Strategic, organisational and management skills including short, medium and long term planning
3) Excellence in communication both written and verbal
4) Ability to cope with multiple demands and work under pressure to deadlines
5) Understanding of financial management, lettings/hire and building operations
6) Ability to understand, use and ensure best use of IT, web, social media and media technology to aid communication and operation

Special conditions:

1) Able to work core hours (Mon-Fri 9am-5pm) which reflect the normal opening times of the Church & Centre
2) Willingness to attend Holy Trinity Sunday morning services at least twice per month
3) Ability to work some evenings and weekends

The **desirable qualities** of the successful candidate are:

1) Have spent time within the Church of England and Anglican Church settings
2) If not already, be willing to become a worshipping member of Holy Trinity Church
3) A degree level or equivalent qualification (e.g. a BTEC) in a related area of work

Hours: 32-40 hours per week - offering of PT and FT is dependent on the successful candidate
Salary: FTE (40 hours per week) of £39-45.5k dependent upon experience and expertise, plus employer pension contributions.
Holidays: 25 days pro-rata, plus bank holidays
Contract Length: Permanent Contract
Employer: Holy Trinity Wallington Parish Church Council
Report to: Vicar
*Direct Report*s: Church Administrator, Ministry Trainee (for Operations/Admin), Café Manager (volunteer) and voluntary reception team
Additional Notes:

- It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian (and preferably a communicant member of the Church of England) in full sympathy with the aims and ethos of the parish's vision and values.
- There is a 6-month probationary period and 3-month notice period (after probation)
- Subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service

Interview Dates: Monday 1st February 2027

History of the Role:

John Truscott led an Operational Review of Holy Trinity Wallington in 2018, which led to the appointment of the first Church Operations Minister in mid 2019. The current Church Operations Minister has successfully implemented the Truscott recommendations and ensured the operations of the church and centre are up to date, efficient and compliant. Our facilities have grown in their use by the church and community hirers, with the role being a vital relational key

to these people. The vacancy has come about following the retirement of the current part time Church Operations Minister.

Church Information:

Holy Trinity Church Wallington is a conservative evangelical Anglican Church in the heart of Wallington. Holy Trinity is a church of approximately 250 adults and 70 children who are made up of all different backgrounds, cultures and traditions. They come from Wallington and the surrounding area, and they are very much a warm welcoming family. 22 years ago, the church built the Trinity Centre, which offers a range of flexible space for church, commercial and community use. The now redeveloped church adjoins it, which is a beautiful resource able to seat 300 people. Holy Trinity Wallington has an existing staff team of 6 paid staff and 3 voluntary staff. With a rich history of mission and growth, the church family has committed itself to its vision and values.

Our vision

Our whole church vision is "to be a growing family where God transforms lives through Jesus." It's a glorious vision of:

1. Step 1: Engaging with people, including the 19,000 lost sheep in our community Wallington and in the areas we live, work and inhabit
2. Step 2: Explaining Jesus to these people
3. Step 3: Establishing Christians in Jesus, helping them grow in their faith
4. Step 4: Equipping Christians to serve Jesus in their whole lives
5. Step 5: Enjoying God for who he is in all of life
6. Step 6: Exporting some to speak about Jesus both locally, nationally and globally
7. All with the foundational step of: Enabling – the church family prayerfully committed and committed to prayer

Our values

At Holy Trinity Church Wallington, our values have led to our vision. Our overall values are:
God-glorifying, Loving Family, Jesus-centred, Bible-based, God-dependant
Which means for each step of our vision, our values are:

1) Engaging: Love, care and community
2) Explaining: Grace-filled, hope and truth
3) Establishing: God's word, prayer and life worship
4) Equipping: Training, serving and all involved
5) Exporting: Partnership, sending and global
6) Enabling: God-dependant, sacrificial, whole hearted

Our 5-year goals (2023-2028)

As we become a church more thankful for how God has answered, and more dependent on how God will answer our prayers, we pray that by 2028 we will be:

1. **Growing together** as a loving family who celebrate our God given unity and difference
    a. By enabling at least 75% of the church family to be in Life-giving life groups
2. **Transforming us to be passionate disciples** who love Jesus so much that we cannot help but live, serve and speak for Jesus in the 21st Century in all of life

   a. By enabling everyone every week the opportunity for God's word to go deep in establish and equip (Sunday services, Equipped for Life, 1 to 1's, Livestream, Suite of church resources)
   b. By equipping us to serve Jesus at church and in the places we live, work and go to, so that we are able to engage and explain with the people we meet there
   c. By enabling opportunities within our buildings to engage and explain Jesus to people, particularly our local community.
3. **Raising up new leaders (**50% more) to
   a. To lead healthy ministry teams
   b. To enable and equip others to be passionate disciples
4. **Pioneering 2 new churches/gospel initiatives** in the local area beyond Holy Trinity, in partnership with other churches
5. **Securing a biblical future** for Holy Trinity Wallington Church, whether in or outside the Church of England

Back in 2018, when we first launched our Church Vison, we also had the prayerful ambition for our premises/plant to be a place that Enables our vision as it:

1. **Welcomes people in** so that the church family can engage with them
2. Offers a **warm, professional, different and loving experience** that seeks to explain Jesus in word and deed to those who use our building
3. Is where members of our church family are **established in their faith** through Sunday services, midweek groups, courses and other meetings.
4. Is where members of our church family, and the wider church in Wallington, can **be equipped** to serve Jesus
5. Is where our **church family can come to be a family**: love, care for and support one another
6. Is used for the **support, growth and sending out of our exporting ministries:** both local, national and global mission partners
7. Is a **place of prayer and encourages our family**, and others, to be committed to prayer.
8. Is a **place that accommodates the growing needs**, number, services and ministries of the church family and its vision.

Appendix 1 – What do we believe at Holy Trinity Wallington

At Holy Trinity Wallington we are:

1. An evangelical, Church of England church, who hold orthodox Anglican beliefs. So in common with Christians across the world, we subscribe to the three historical creeds, which speak of our belief in God the Father, Son and Holy Spirit, as well as the Church of England's 39 Articles with their reminders of the great principles of 'Christ Alone, Scripture Alone, Faith Alone.'
2. A member of the Evangelical Alliance and we subscribe to their Basis of Faith
3. A member of the Church of England Evangelical Council, and we subscribe to their Basis of Faith, which means we believe
   a. that God has created humankind male and female, and it is not humanity's place to change that God given identity.
   b. in God's creation of marriage as one man and one woman for life, and it cannot be redefined

   c. that sexual activity is a gift to be enjoyed only within heterosexual marriage and that, outside of this setting, is not God's good way or will.
   d. that singleness is something encouraged by the New Testament and is a fulfilling life like Jesus himself lived; it is not a second-class alternative to marriage.
   e. Many Christians struggle with sexual temptation (whether same-sex attraction or heterosexual) but forgiveness and grace is for all repentant sinners.
   f. Seeking to work towards becoming a Biblically Inclusive Church that is "radically welcoming, but radically transformative" where we encourage singleness and marriage alike.

4. A church that believes that men and women are complementary, designed by God to work together as a team. God has created men and women created equal in essence and redeemed equally in salvation but created different in role, not identical. The bible has the main ways this difference plays out in marriage and in specific church roles.
   a. Therefore, we believe those who are elders (who primarily lead us through regularly teaching us) are to be men. But women are to play a full part across all other areas of church life including other teaching ministries
   b. Therefore, the PCC (leadership) of this parish has passed a resolution under the *House of Bishop's Declaration on the Ministry of Bishops and Priests* in order to reflect its convictions on the distinctive ministry of men and women. Holy Trinity therefore is under the oversight of the Bishop of Ebbsfleet.
   c. However, all of us want to give priority to the good news of the gospel rather than this particular issue, and we rejoice in the variety of views amongst the church family and the unity we enjoy.