

THE Beacon Church

Head of Operations Personal Specification:

Personal Qualities and Experience

It is essential that the post holder:

- Has a strong Christian faith and a sense of calling to leadership
- Will make the Beacon Church their church, sharing the vision and upholding its teaching and public stance in both personal and professional life
- Is passionate about seeing people of all ages growing in their relationship with Jesus leading to stories of transformation
- Has the capacity to contribute to the spiritual direction of the wider church
- Has experience of identifying, equipping and releasing volunteers
- Has experience of taking a leadership role within a team
- Has a personal commitment to evangelism through loving people towards Jesus
- Applications can only be considered from those who are UK citizens or who otherwise have a right to work in the UK

Personal Skills and Abilities

It is essential that the post holder:

- Can effectively recruit volunteers
- Has the ability to teach, train and develop volunteers
- Has excellent teamwork and team-building skills, and is able to manage, motivate, and encourage others
- Has excellent organisational skills
- With strong administration skills including MS office/Word/Excel/Powerpoint and Church Suite
- Has great interpersonal skills, and the ability to connect with people of all ages
- Has an ability to work in an ever changing environment and is emotionally resilient
- Has outstanding communication skills, both written and verbal
- Has a high attention to detail and high production values
- Is able to manage a departmental budget
- Is flexible, with a can-do attitude
- Is teachable, has a desire to learn and grow, and is willing to undergo any necessary training
- Understands the importance of confidentiality and has good self-awareness
- Has enthusiasm, energy, commitment, and a sense of humour

Please email your CV and covering letter to sarahcooper@beaconchurch.co.uk

**A GROWING CHURCH OF 500 PEOPLE: TRANSFORMING LIVES &
BUILDING COMMUNITY**