

# Operations Manager – Catford site

Permanent Contract – Full time (includes Sunday's)

## Overview of the role

We have an excellent opportunity for the right person to join the staff team at King's Church London. The position is the Operations Manager at the Catford Site.

The role is a full-time, salaried position.

## What does the role involve?

The responsibilities of this role include (but are not limited to):

- The day to day planning and management of the Catford site facility
- Being part of the Catford site team and implementing the numerous and varied operational requirements of the team
- Assisting with the preparation for and running of Sunday services
- Helping with the organisation and running of other one-off and regular events

## What are we looking for?

The ideal candidate will preferably have a desire to work in a church environment.

In addition, our ideal would be that the individual possesses the following:

- Strong administrative, practical and organisational skills
- Good people skills
- Good communication skills
- A helpful, servant-hearted attitude towards everyone they come into contact with
- The ability to work as part of a team and to develop teams
- Be teachable and willing to learn
- A good working knowledge of the Microsoft Office suite of programs

On a more general level, we would love to see evidence that the person has a sense of call to serve the church and can demonstrate commitment and passion for building King's Church London, as this is core to our values and vision as a Church. We ask that everyone who joins us is able to sign up to our ethos statement and statement of beliefs. If you would like a copy of these, please contact Nigel Mumford in the King's Church offices.

## Working for King's Church London

Working for King's Church London is fast-paced, busy and fun. Our staff are vital to our effectiveness as a church and we believe in creating a strong team culture that is supportive and inclusive. We work hard and expect the same of our staff. In return we offer an engaging and challenging environment where staff can grow and develop.

King's Church is committed to building both a diverse church and staff team.

## How to apply

If you would like to discuss the role in more detail, please call Nigel Mumford in the King's Church offices on 020 3889 6819 or email [nigel.mumford@kingschurchlondon.org](mailto:nigel.mumford@kingschurchlondon.org).

Similarly, if you would like to apply, please email your CV and a covering letter to Nigel at the email address above.

The closing date for applications is Friday 7<sup>th</sup> July.

Interviews will take place week commencing Monday 17<sup>th</sup> July.

