



The Diocese of
Southwark

Director of Operations

St John the Divine, Kennington

Vacancy Information Pack



Closing Date: 31 March 2024

Interview Date: 8 April 2024



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

March 2024

Dear Candidate,

I am delighted that you have expressed interest in the role of Director of Operations, based at St John the Divine, Kennington (SJDK), and being part of our flourishing network of churches.

The successful candidate will be joining a growing church community at an exciting juncture in our history. As SJDK prepares to celebrate its 150th anniversary in 2024, we are embarking on a period of development and growth, within and beyond our parish.

Our church is thriving, with a large, diverse, and committed congregation, which reflects our community in Brixton, Camberwell and Kennington. Since the arrival of the Windrush, our congregation has included many people of Caribbean and African heritage. More recently we have welcomed a growing number of South American people. We are also a place of welcome and inclusion for LGBTQ+ people. We are a training parish, with many ordinands, curates and musicians spending time here in recent years.

We have a thriving music programme with over 100 children singing in three choirs weekly, with new staff members supporting our outstanding musical leadership. Our musical programme will be furthered by the acquisition of a cathedral standard organ, reflecting the ambition we have for our young people. This will involve a major fundraising campaign over the next two years.

We are active in our service to the community. We have two church schools, St Gabriel's College and St John the Divine Primary School, in which the parish is deeply involved. And we are actively involved in a wide range of community and social action programmes from London Citizens to the Robes homeless shelter.

This background of strong and active Anglican Catholic mission has resulted in us being designated as a 'Resourcing Church', where there is clear potential for further growth and to assist other churches. We have responsibility for assisting the parish of St Faith's North Dulwich, and the newly established Korean Mission in New Malden, in their mission. Our network may incorporate additional churches in future. We have been awarded grant funding from the Church of England's Strategic Development Fund for five years to support the Director of Operations Post, along with other posts across our network.

Our Director of Operations will be someone with the strategic foresight and operational ability to build and implement the structure that we need to realise our growing mission. The post-holder will be a key member of our leadership team.

If you feel inspired and called to be part of this journey, we would be delighted to hear from you. I would be very happy to have an informal discussion about the role in advance of your application were that of value.

Yours sincerely,

Canon Mark Williams
vicar@sjdk.org



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Job Description

- Job Title:** Director of Operations
- Salary:** £45,000 per year
- Employer:** Diocese of Southwark
- Hours:** Five days per week, 35 hours per week, including occasional evenings and Sundays. Considerable flexibility is available.
- Contract:** Five years, fixed term.
- Base Location:** St John the Divine, Kennington, 92 Vassall Rd, London SW9 6JA
- Reporting to:** Canon Mark Williams
- Background:** St John the Divine Kennington is a Church of England parish in the catholic tradition. Our community is rich in its diversity and open to all, regardless of race, gender, sexuality or background.
- We have 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.
- Job purpose:** The Director of Operations will be a key member of our leadership team, enabling our growth through strategic and structural operational planning, implementation and delivery, ensuring that we realise our vision across our Resourcing Church network.
- They will work closely with the Vicar of St John the Divine to ensure the strategic priorities of the St John the Divine Resourcing Church network - currently St John the Divine Kennington, St Faith's North Dulwich, and the Korean congregation at St James' Malden - are delivered.
- They will support our wider leadership team, including Clergy, Churchwardens, Precentor, Administrator, Treasurer and Parish Safeguarding Officer, in the effective administration of physical and financial resources at St John the Divine, including implementing policies and monitoring and reporting on work.
- As our own network and congregations grow, we anticipate that there will be opportunity for the post-holder to grow the remit of the role and develop their career within the position.



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Key Relationships: Vicar, Leadership Team, Diocesan Strategic Development Fund Project Manager and the Core Project Team

Key Responsibilities: The role covers a wide range of responsibilities from the strategic to the operational, which fall into the areas outlined below:

- Strategic and operational planning:
 - With the Vicar of SJDK, grow the strategic operational planning of our Resourcing Church network.
 - Ensure that administrative and operational structures are efficiently supporting SJDK's ministry and mission.
 - Collaborate proactively with all clergy, staff, and parish officers to ensure effective operations across the parishes and Resourcing Church network.
- Support the Clergy, and other leaders in the administration of choirs, youth projects and other works of mission and ministry at SJDK.
- Communications:
 - With the Vicar and other leaders, create and deliver a plan to actively promote the church's ministry and mission.
 - Manage the church's website, social media, and written communication with congregation, to actively promote the church's ministry and mission.
- Income generation:
 - With other members of the leadership team, help to plan and deliver new projects in ways that allow for fundraising and commercial income,
 - Identify and pursue grants and fundraising opportunities, in collaboration with others in the parish.
 - Manage lettings of the church's four flats, and curate's house when available.
 - Oversee and manage church / hall venue hire in collaboration with the Precentor (who leads our music programme) and the administrator.
- Property management:
 - Oversee maintenance of a portfolio of property including church buildings and grounds (including church, hall, four flats and a curate's house).
 - Day to day administration of the portfolio including adhering to relevant legislation, record-keeping and relevant property checks.
 - Regular reporting to the PCC buildings committee.
- Depending on experience role holder will take on more responsibility over time.

Person specification:

We are looking for someone who is excited and motivated by our growing mission. Specific skills are less important than someone who can show us that they have the ability and adaptability to take on a leadership role in a growing church environment. Most importantly, they will have enthusiasm for the diverse and inclusive culture of St John the Divine and its mission, and be passionate about serving the community.



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It is likely, however, that the successful candidate will be able to demonstrate that they have:

- Excellent communication skills.
- Strong leadership, motivational and organisational skills, and can inspire trust and confidence in others.
- The ability to work independently and as part of a team, including clergy, other staff, volunteers, contractors, tenants, parents, teachers and parishioners.
- The ability to work with adults, children and young people from a range of backgrounds, and to command their respect.
- Knowledge and understanding of the Church of England, or can confidently and quickly build this knowledge.
- Financial literacy, whether across project or resource financial management.
- Excellent ICT skills and be confident working with Word, Excel, bookkeeping platforms, etc.

While not required for the role, should the successful candidate have proficiency in Spanish and/or Portuguese, there would be opportunity to use these languages as part of their role. Similarly, having a graduate-level qualification or equivalent is not required, but we would expect candidates to be able to demonstrate skills and experience commensurate with such a qualification.

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, 92 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 £45,000 per annum.

Probation

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

Hours of work

35 hours per week.



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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.

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.

The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Nicola Thomas



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