

## Job Description

### OPERATIONS MANAGER - *Casual 2 days per week*

#### 1. Position Summary:

To oversee the operative functions of Red Church and associated ministries. Fulfilling growing administrative needs and organisation to ensure an effective, efficient and productive Church. The position will require someone with strong initiative an eye-for-detail and great organisational abilities.

#### 2. Key Responsibilities and Duties

*To oversee the organisational and administrative side of Red Church and associated ministries;*

- Overseeing administrative functions of the Church; calendars, directories, rosters and organisation of Sunday services.
- Overseeing financial matters: book-keeping, reporting and be a key member of the finances team.
- Contact person: overseeing various Church correspondence
- Managing speaking and booking requests
- Managing sales and distribution of resources
- Overseeing and up-dating on-line communications
- Maintaining an accurate record of the Church's KPI's.
- Various help and assistance to other leadership functions as needed

#### 3. Other

As the nature of the ministry varies, random assistance and focus may need to be required. If this happens we will ensure negotiation of work load, skill sets and capacities etc. This may include;

- Helping out with random projects that may emerge and require priority
- Attending Über gigs when appropriate (apostolic ministry of Red Church)
- Any other random miscellaneous event / issue that may arise.

#### **4. Position Dimensions**

##### **i. Level of Support and Accountability**

This position will be accountable to the Ministry Director who will work with the *Operation's manager* to establish needs and priorities. On top of work meetings, monthly supervision will occur to assess and support the execution of the role, monitor performance and the job's needs. The *Operation's Manager* is required to demonstrate sound judgement to effectively prioritise and execute the workload.

The role will be reviewed 3 monthly in the first year and then annually.

##### **ii. Decision Making Authority**

The *Operation's Manager* has the authority to decide on day-to-day work related issues within the key responsibilities and duties. Any issues falling outside these areas are to be worked through in conjunction with the Ministry Director and Senior Leader.

#### **5. Potential for Role Growth**

This job has been designed in relation to the needs of Red Church and associated ministries at time of writing. It is subject to review and will evolve as the team grows and the needs change within the ministry. It is Red Church's intent to ensure the personal and ministry development of its staff, ensuring giftings are utilised and empowered.

#### **6. Remuneration**

At time of writing the role will be paid at a rate of \$18 per hour (50% of which will be tax free) and will be reviewed annually in conjunction with the Church of Christ recommended wages and salaries. Superannuation and holiday leave will be included as part of the package.

#### **7. Church Expectations**

The successful candidate will be considered to be of someone of strong Christian character and personal integrity. They will occupy a key and vital role in the life of RED Church. It is therefore expected that they are (will become) an active member of RED Church and be willing to sign and agree to our leadership (Overseers) document (will be sent upon request).

Applications close 31 Jan 2011. They can be emailed to [sarah@redchurch.org.au](mailto:sarah@redchurch.org.au) or posted to PO BOX 1195 Box Hill Victoria.

For further information please contact Sarah Deutscher: [sarah@redchurch.org.au](mailto:sarah@redchurch.org.au) : 0407 307 9367 after 4th Jan 2011.