



2020

# Candidate Information Pack

for the position of

## CHIEF OPERATIONS OFFICER

### Partnership(UK) Limited

AUGUST 2020





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# Chief Operations Officer

## Partnership UK

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# Work with us

Do you want to make a real difference to support the development of independent churches across the UK?

We're looking for someone with strong interpersonal, organisational, and resource management skills to run all our operations, including our service delivery, oversight and implementation of our strategy for growth, and to manage our relationships with our partners and sister organisations. We are seeking a committed, passionate individual who is a strategic thinker as well as great at turning vision into practical action.

You'll be someone who will be hands on and able to pick up the day to day operation of running the charity including any future organisation change and transition.

This role will be 3 days a week, flexible working and based remotely (at home) with some travel throughout the UK.

Partnership UK is committed to ensuring that we are a welcoming and inclusive team which benefits from a broad spectrum of experiences and backgrounds. We are looking for someone committed in their Christian faith, active in local church fellowship and prayer, and passionate about churches working together.

## About Partnership UK

Partnership is a diverse community of independent churches and individuals who share common spiritual goals and celebrate local freedom on the details of church life.

Partnership exists to encourage local churches, providing them with opportunities to learn and grow. We focus on networking and supporting leaders; connecting leaders of independent churches to other leaders; and guiding them to resources to help them be effective in mission.

We want to see a growing network of spiritually alive, biblically radical, dynamic independent churches which are strongly connected with their communities.

We don't define what our partner churches will look like, because each will look different, depending on the circumstances and environment in the communities they serve. It is for each independent church to decide their vision and strategy. We want to support every partner church to be biblically radical, returning to scripture always as the basis for church life and action.

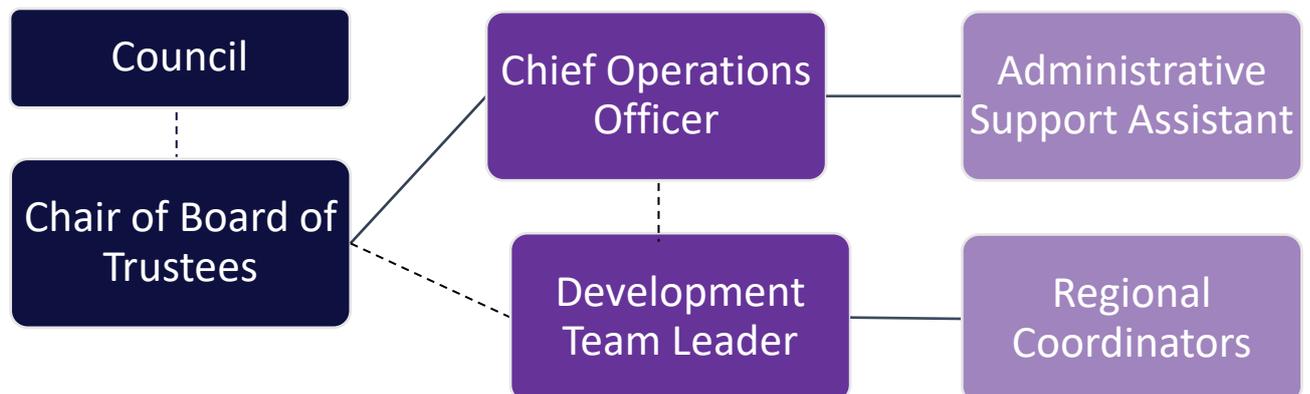
## How we work

Partnership is a membership organisation and charity. Our membership is made up of individual members and churches. As a charity the organisation is governed by the Board of Trustees, advised by the Council (the company members).

The services and operational activities of Partnership are coordinated through the Operational Coordinating Team (OCT) which the newly created Chief Operations Officer will chair.

These operational activities include:

- support services and consultancy advice for church leaders (e.g. church growth strategy, training, resources and advice on leadership, governance, and employment)
- facilitating churches and church leaders in networking together
- publishing (digital and print)
- membership management, administration, and communication
- external relations (e.g. with our sister organisations)



## Creating the new role of Chief Operations Officer

The Board has agreed it is the right time to appoint a new central position to lead the operations and development of Partnership over the next 2 years.

This will fit into the overall aim to grow and develop support for churches networking together, to support the growth and effectiveness of those local churches in mission.

The Chief Operations Officer will also play a key strategic role in representing Partnership, working closely with our sister organisations and the wider evangelical world. For more details on the organisations that Partnership works with, visit <http://churchsupportnetwork.uk/>

For more details on the structure and operations of Partnership as well as context for the new position, we are happy to provide further information on request. Please get in touch via [amy.davies@partnershipuk.org](mailto:amy.davies@partnershipuk.org)

# The role

## Purpose of the role

To give focus and impetus to Partnership's operations and development, to supervise and encourage the Partnership team collectively and individually, and to play a prominent role in representing Partnership to other similar bodies and the evangelical world in general.

## Key objectives

- Serves the Board by providing overall leadership of Partnership's main operations and services which it provides to local churches and individuals associated with Partnership, principally through the Operational Coordinating Team (OCT) and the Development Team (regional coordination team).
- To help the Board develop its plan for growth, as well as implementing, on the ground, the practical steps needed to give effect to the Board's plans.
- To give a key focus to the outward face of Partnership, raising the profile, recognition and scale of the ministry among;
  - i. Individual members and church members (working with Regional Coordinators),
  - ii. Partnership's wider constituency and sister organisations supporting that constituency such as Counties, Church Growth Trust, Echoes International, GLO, the J W Laing Trust, Stewardship, Church Support Network etc. and,
  - iii. with others in the evangelical community (FIEC, Evangelic Alliance, etc).
- To manage any agreed organisational change and transition.

## Main Responsibilities

- To be the key manager of Partnership's operational teams, together with them ensuring that Partnership's main functions and services are efficiently and effectively provided to local churches and individuals associated with Partnership.
- To re-energise and nurture Partnership's perceived impact with member churches and potential members, particularly through networking at the regional and area levels: supporting the existing Regional Coordinators and Partnership local networks wherever they exist.
- In consultation with sister bodies, to encourage regional and area networking elsewhere, including the identification of potential Regional Co-ordinators, which under current strategies should be done in close cooperation with Counties, Church Growth Trust and GLO.
- To raise Partnership's profile with individual member churches, through visits where appropriate and through other communications, particularly the monthly emailing.
- To lead the Operational Coordinating Team.
- To attend and participate in Board meetings.
- To assist the Chair and Secretary in setting agenda for Board and Council meetings.
- To represent Partnership in discussions with other bodies (whether within the Brethren movement or more widely e.g. FIEC) as determined by Board.

## Role details and requirements

<b>Salary</b>	£30,000 - £35,000 pro rata, dependent on experience
<b>Hours</b>	22.5 Hours (3 days per week)
<b>Contract</b>	Fixed Term for 2 years
<b>Reports to:</b>	Chair of the Board of Trustees
<b>Responsible for:</b>	Administrative Support Assistant

You will work closely with the Development Team Leader and Regional Coordinators.

**Requirements:** As well as fulfilling the role description and meeting the person specification the candidates must:

- Adhere to the organisation's Christian values and behaviours. The post has 'protected characteristics' status under the Equalities Act and evidence of a personal Christian faith is an 'occupational requirement'.
- Be willing and able to travel throughout the UK.
- Eligible to work in the UK.

**In addition:** It is desirable though not essential that the individual will hold a UK driving licence and have access to a car.

## The person

We are looking for a person with a **leadership style** that is **relational and supportive** as they will be working closely with church leaders and our sister organisations.

We want a **networker** and bridge builder, who is able to strike up positive relationships quickly and maintain them both with internal and external partners.

We would like the person to have experience in **operational planning and management**. They will be effective in the deployment and stewardship of resources, people and finances.

We want someone who is **keen to learn** and is **open-minded**, ideally with experience of living and working in different communities and with churches of different denominations.

We are looking for someone who is active in local Christian fellowship and **passionately committed to the growth and development of churches** to support them in mission.

We have outlined below the experience, knowledge, skills, abilities and values we are looking for in someone to fulfil the role of the Chief Operations Officer. In your application cover letter we ask that you outline how you meet the essential (E) and where relevant the desirable (D) criteria. We are open to a candidate who may lack significant experience even in essential areas provided some evidence of potential is provided.

## Experience and knowledge

- Experience of operations management and service delivery of a similar organisation or charity. (E)
- Proven experience in strategic planning and implementation (E)
- Experience in senior management positions in charities and/or church organisations. (D)
- Knowledge of charity and church sector governance e.g. working with a Board of Trustees. (E)
- Experience of project/programme management and monitoring and reporting on outcomes achieved. (E)
- Experience of church leadership and strong understanding of Christian giving. (D)
- Experience of income generation through the ability to identify, develop connections and maintain relationships with benefactors to a charity/church organisation. (D)
- Experience of people management, in relation to supporting and retaining volunteers and staff (E)
- Evidence of successfully driving organisational change and transformation (e.g. significant re-structure or merger) (D)
- Degree or further education qualification or equivalent. (D)

## Skills and abilities

- Excellent IT/digital skills (much of the work is remote working with high usage of digital tools). (E)
- Ability to take a strategic leadership role and inspire confidence in bringing people with you. (E)
- A great networker and bridge builder with an ability to develop and maintain positive relationships. (E)
- Excellent organisational skills, with the ability to see the big picture as well as have strong attention to detail. (E)
- Strong communication skills both in face to face situations and written/digital mediums (E)
- Confident in public speaking. (D)

## Values and personal qualities

- You are relationship orientated and supportive.
- You have a positive, calm, and can-do approach to problem solving.
- You have a hands on, sleeves rolled up approach to work.
- You are committed to equality, diversity and inclusion.
- You believe and live by the organisation's core Christian values and behaviours.
- You have an active Christian faith.

# What we can offer you

## Pay

We aim to be competitive with similar small charities in the market whilst ensuring we are affordable, keeping in mind our Partnership supporters and the church leaders which we serve. The specific agreed salary in the stated range will reflect the experience you can bring to the role. We will review pay annually. Such a review would aim to recognise the increase in cost of living, individual performance, and achievements.

## Flexible working and life balance

We want to empower our people at Partnership and create an environment of high trust and high performance. We wish to encourage a healthy lifestyle, facilitating a work-life balance, fostering self-development and providing career growth; whilst rewarding results and hard-work. We understand that everyone has different family and personal commitments, from caring for an elderly parent, to looking after a young family. Our working pattern allows flexibility around start and finish times and the ability to work from where you like and designed to help balance your work with other commitments.

## Annual Leave

25 days' holiday pro rata (15 days for a 3 day week, plus an additional 3 days at Christmas).

## Pension

We'll provide a pension contribution matched to employee contributions.

## Workstation equipment

We'll provide you with the IT equipment and software you will need to work safely and securely remotely.

## Learning and development

We are committed to continual learning through self-development and through the support and peer mentoring within Partnership. You will also have access to a range of resources and publications on the Christian faith and churches.

# How to apply

To apply please send us a CV and a cover letter that summarises how your experience, knowledge, skills and abilities meets the criteria outlined in the person specification.

Please email these to [amy.davies@partnershipuk.org](mailto:amy.davies@partnershipuk.org) by **09:00 on Thursday 1 October 2020**. All applications will receive a confirmation of receipt response.

All candidates are also requested to complete an online [Equal Opportunities Monitoring Form](#)

For detailed information on how we process your personal data, please review our privacy policy on our website - [Partnership Privacy Notice](#).

Interviews are expected to take place in the week commencing 12 October 2020. Should you be shortlisted, we will speak to you about the most appropriate time during this week.

For the successful shortlisted candidates, we will ask you to provide us with the contact details of two referees, one of whom must be your current or most recent employer and the other from your current church leadership. Referees will only be approached with your express permission.

You will be required to provide proof of your eligibility to work in the UK.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options will be discussed at the interview stage.

As part of the application process we encourage you to read this candidate information pack in full. Should you wish for more information about the role or organisation, or you have questions you'd like to talk through in advance of submitting your application, please email [amy.davies@partnershipuk.org](mailto:amy.davies@partnershipuk.org) to arrange a phone call or video call.



