

The Diocese of
Southwark

Pioneer Project - Operations Director

SPRINGFIELD.CHURCH

We believe our God-given vision is to thrive like a Spring Field.
Becoming communities: overflowing with abundant life,
where everyone can belong and find hope in Jesus.

Vacancy Information Pack

Closing Date: Friday 1st November 2024

Interview Date: Thursday 14th November 2024





The Diocese of Southwark

1st October 2024

Hello!

Thank you for taking the time to consider the role of 'Pioneer Project - Operations Director' based in Springfield Church, Wallington. Please be assured that we are praying for you as you discern whether to apply.

Springfield has recently been blessed by significant funding from the National church to develop our pioneering on the Roundshaw estate in order to train, equip and support other Estate churches in our approach and missional models. As such, this strategic role is absolutely vital to ensure the pioneering project has a thriving team which delivers our desired outcomes in a focused and fruitful way. For example, we have developed a community Meal & Meditation, which has been carefully shaped to connect with the community and give local residents the opportunity to explore faith in a safe space. Our pioneering models such as this are making a big impact on the Roundshaw estate, with adults, young families and youth, and this role is needed to oversee their operational delivery and work with the Springfield team to develop the pioneering pathways to share it with partner churches based on Estates.

We believe this role offers an amazing opportunity for someone who is excited by our vision and has the skills and experience to get stuck into overseeing the delivery of this innovative project. This role is ideal for someone who wants to be stretched as part of an experienced and supportive team. It offers an exciting and unique opportunity to join the church's leadership at the start of a new season for Springfield as we seek to join with what God is doing in Wallington (near Croydon) and across estates in the Diocese of Southwark (mainly London south of the river inside M25).

I do hope that you will find the information provided in this pack helpful and if you feel called to be part of this journey, then we would love to hear from you! Please send your CV and a covering letter explaining why you think you are a good fit for the role via email to david@springfieldchurch.org.uk. At the end of this pack is further information about Springfield and our approach to pioneering, and if you are interested in the role I would love to have an informal chat on the phone or in person so you can get a sense of what God is doing here - so don't hesitate to get in touch!

You can apply for the role through the advert on Pathways,
<https://www.cofepathways.org/members/modules/job/detail.php?record=7588>

With every blessing,

David Atkinson
Pioneer Vicar
david@springfieldchurch.org.uk
07871 705 794



Role Description

ROLE:	Pioneer Project - Operations Director
ACCOUNTABLE TO:	Pioneer Vicar
EMPLOYER	The Diocese of Southwark
CONTRACT:	5 years, fixed term
PURPOSE OF ROLE:	We're looking for a courageous, compassionate and creative Operations Director who can help Springfield deliver on the Pioneer Pathway Funding it has received for developing the church's engagement with Roundshaw and sharing that learning with Estate churches across the Diocese. This role is vital to ensure we are delivering on the agreed outcomes of the project over 5 years, which will involve recruiting and managing new team members so they can thrive in their roles. It will also involve developing our finance, IT and communications (inc. new website) processes to support our pioneering. We would love someone in this role with a passion for Jesus, a drive to make processes and systems as fruitful as possible, with the ability to nurture a joyful and motivated team.

RESPONSIBILITIES:

- 1. Project oversight and direction (30%)**
 - Develop the plan for delivering on the Pioneer Pathway Funding, making use of project management tools like Trello
 - Attend bi-monthly review meetings with the Diocese
 - Navigate how the project fits within Springfield's wider vision, ensuring all processes support the thriving of the church and the project deliverables
 - Develop robust processes for impact analysis & evaluation (through Churchsuite & other church metrics)
 - Regular visits of Pioneer projects & partner churches to ensure project delivery and safeguarding are being followed
 - Lead on value-for-money acquisition of resources to deliver on the project, such as IT & media equipment
- 2. Team management and recruitment (35%)**
 - Oversee recruitment (role descriptions, advertising, shortlisting and arranging interviews) and induction of team
 - Line manage and nurture team members including Media, Children & Youth pioneers (liaising with Diocese HR for contracts and record-keeping) through holistic supervision & annual appraisals, ensuring all training requirements (e.g. safeguarding) are fulfilled
 - Develop HR staff handbook to be used by Springfield and partner churches, ensuring best practice for policies
 - Foster a healthy team culture of courage, compassion and creativity, united in purpose and fruitfulness



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3. Direction of operational processes (35%)

- Manage financial operations and processes of church, ensuring compliance with charity requirements & delivery against budget
- Ensure regular reporting to PCC & Diocese to ensure healthy cash flow and reserves
- Oversee team ownership of ministry budget areas
- Liaise with the Finance sub-committee to prepare annual accounts, finance presentations at AGM, preparation of budget and giving days
- Manage the project budget, ensuring clear financial record keeping and tracking as per project plan
- Oversee Pioneering communications channels to ensure impact of the project is communicated to all stakeholders.
- Oversee new communications strategy in line with refreshed Vision and project goals, including overseeing with media role for content creation (e.g. videos & social media)
- Direct the development of a new website to support Springfield and the training of partner churches
- Undertake other tasks, as required, in line with the needs of the Pioneer Pathway Funding

IDEAL CANDIDATE:

This is a key leadership role for Springfield's Pioneer Pathway Funding, and the ideal candidate will cultivate, develop and oversee the project team and processes to ensure we can deliver on the funding outcomes. They would have a vibrant spiritual life demonstrating a deep trust in God and would always have an openness to develop their gifts, being teachable, fun, joyful, teachable and uncynical.

The postholder will be part of a prayerful community and will be expected to prioritise and model a prayerful, pastoral and missional approach to the running of church life, including leading prayer, and encouraging and supporting people to thrive on their faith journey.

SKILLS & EXPERIENCE:

Essential

- Proven track record of delivering on projects
- High level of attention to detail
- Excellent verbal and written communication skills with the ability to communicate at all levels with tact and diplomacy
- Strategic and process-driven thinker
- Experienced in dealing with financial processes & management accounts
- Experienced line manager and nurturer of teams - experience of working in change/growth environments
- Proven track record of leadership with honesty and integrity
- Self-starter with the ability to adapt and shape processes to ensure we are doing things in the most fruitful way
- Able to manage own time and proactively prioritise competing tasks in a timely fashion
- Proven ability to juggle multiple projects with proactive problem-solving skills
- Friendly and collaborative team player
- A passion to fulfill Springfield's vision

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Desirable

- Experienced with charity law and legislation
- Experienced with using Xero financial accounting software
- Experienced with project management platforms, such as Trello
- Experienced in driving forward media projects such as website refreshes

ADDITIONAL REQUIREMENTS:

- There is a genuine occupational requirement that the post-holder be a practising Christian. We would love the successful candidate to become a committed member of Springfield
- Be a member of the 'Greenhouse' Pioneering Strategic Group
- Attend Zoom morning prayers 9.30am at least once a week
- Able to work flexibly where needed (e.g. for evening groups as needed). Appropriate 'time off in lieu' will be provided
- A DBS check will be required

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DIOCESE OF SOUTHWARK

Pioneer Project - Operations Director

Outline terms and conditions

Normal Place of Work

Springfield Church, 38 Stafford Road, Wallington SM6 9AA

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, subject to funding.

Salary

The post has the salary of £38,000 - £40,000 per annum.

Probation

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

Hours of work

35 hours per week, to include Wednesday morning staff meetings.

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.

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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.

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The LORD will guide you continually, giving you water when you are dry and restoring your strength. You will be like a well-watered garden, like an ever-flowing spring. [Isaiah 58:11]

ABOUT SPRINGFIELD:

Springfield Church is based in Wallington, South London, and was planted as a fresh expression from a local church over thirty years ago, particularly focussed on reaching those who would not normally connect with traditional church. So we are not your typical Church of England church!

We believe our God-given vision is to thrive like a Spring Field. Becoming communities: overflowing with abundant life, where everyone can belong and find hope in Jesus. This is a vision not just for ourselves, but for the communities that we find ourselves within, as we try and live out our values of courage, compassion and creativity.

PIONEERING JOURNEY:

If you like 'business as usual' we are not the place for you! Being without a building means we don't 'settle; and things are constantly developing as we grow and seek new ways to build connections with our community. Having met at a local secondary school for many years, during the pandemic Springfield started holding its Sunday services on the Roundshaw Estate (the first time in an actual church building), which coincided with a renewed passion to Pioneer within the community, mainly out of the local community centre. The pioneering has thrived, and we have developed a range of groups and approaches to connect with adults and young people who had not prior connection with church. The combination of our services being on the Estate and the development of our Roundshaw pioneering has meant we have all been on a journey of 'mutual transformation' as we seek to discover God's gift of being from different backgrounds and experiences from one another.

THRIVING & SHAPING CULTURE:

By being part of Springfield you would be joining a dynamic and quickly growing team, and you will have a chance to shape that culture - it is an exciting time to join in with what God is doing! And as a staff team we want to thrive in every sense: giving ourselves fully to our calling; being equipped and supported as we do it and seeking to support others around us; finding joy in seeing God at work - but also ensuring we are working and living from a place of abundance, rest and deep rootedness in God's presence. This will be our commitment to you and we are so excited you are considering this role.

EXAMPLES OF OUR PIONEERING

Overview of Tea & Toast

<https://youtu.be/mwHmb3YGvRU>



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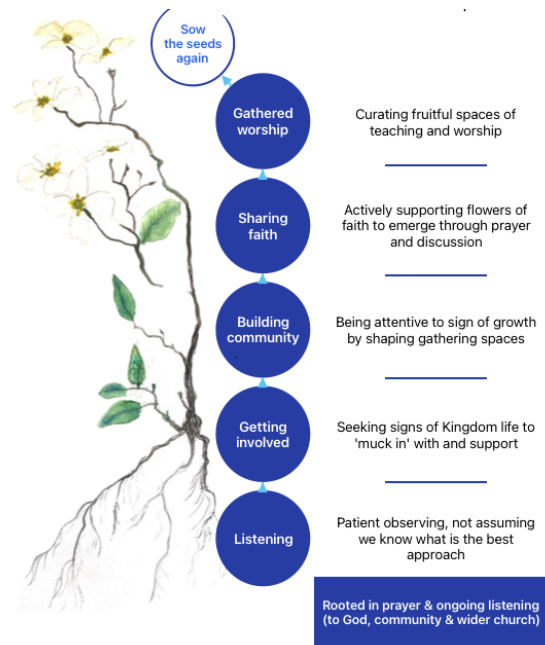
Overview of Meal & Meditation:

<https://youtu.be/U7zZqZAjeVI>



OUR VALUES-BASED APPROACH TO PIONEERING

COURAGE (Prayerful presence) – as with all Pioneering approaches, Springfield has learnt the importance of everything being rooted in prayer from day one. Being prayerfully-present as a team over a long period of time has been vital for building connections and being present to what God was already up to. All of the groups have been in neutral community spaces rather than a church building. Springfield has learnt about the need to walk through ‘open doors’ in the community, and also being ready to adjust when something beyond the church’s control happens without warning (like building works on a space you use) is key for fruitful pioneering on Estates. A final essential component of ‘prayerful presence’ has been to ensure prayer is on offer at all the Pioneering groups, no matter how lower down the pathway and ‘accessible’ they are. Springfield has found Estate residents almost always open to the offer of prayer (in person or through offers such as prayer boxes) and the church has learnt that there must always be an ‘offering of the transcendent’ in all its spaces, while ensuring it’s not ‘forced in’ but gently offered, always flowing within everything else going on.



COMPASSION (Participation, openness & low maintenance) – Springfield intentionally did not start its Pioneering journey from a Sunday service and instead took a grassroots approach as outlined in the diagram. The team envisaged Roundshaw as a garden and recognised God was always at work on the estate (including previous Springfield engagement) - there were already seeds in the grounds, plants and trees in place, and it was vital to spend time to understand what was already taking place. Being part of the Roundshaw Community Network has allowed the team to genuinely join in with other peoples’ agenda and build trust. By supporting the Summer and Christmas Roundshaw Fairs taking place Springfield can be meaningfully present in these spaces without having the high maintenance of actually putting on ‘big impact’ missional events which can take a church’s full resources. When the time came to develop Springfield-specific spaces,

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the church sought to partner with other local organisations where possible, and always set up the spaces for maximum participation and low maintenance.

This participative model has ensured that instead of 'putting something on' for other people where an invisible divide is always present, Springfield has structured everything to allow an attendee to be involved from day one. This takes time and energy at the start to set the culture and is a juggle between having a desired level of excellence and all being involved; but it has been so effective in terms of both the missional fruit and that the spaces can be sustained much more easily with low resources.

CREATIVITY (Curiosity & Adaptation) – Springfield has been discovering what works on Roundshaw and has changed and adapted ongoingly by using regular and varied feedback loops (through regular community surveys, analysing attendance, questionnaire feedback, informal conversations etc). Estate Pioneering is inherently fragile and has an unpredictability to it, especially in terms of people who are being connected with (with a natural ebb and flow of people connecting and disengaging for a while), so it has been essential to take a flexible approach. In line with this, Springfield has been learning to take a stance of 'curiosity' which has been particularly important across differences of race and class. This pioneering journey has increased the diversity of the church community in both these areas, and again, not assuming the church 'knows' the best approach straight away has been important for going on a journey of mutual transformation.

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