

CHRIST CENTRAL

Job Description	
Role Title:	Head of Staff
Paid or voluntary	Paid: 12-month fixed-term contract (35 hours per week), with the possibility of transitioning to a 3-day per week permanent position thereafter.
Location/Based:	Christ Central, 3 London Road, Redhill, Surrey RH1 1LQ
Reports To:	Lead Elder
Role Context:	Christ Central has grown significantly in the last few years, so with a refresh of the strategy, there is a need to update the way our church staff team is managed to ensure they are equipped to deliver the plans from the Elders, creating a healthy team with robust structures that allow ministry to thrive.

Head of Staff Responsibilities	
The primary purpose of this role is to lead, manage and develop the staff team, while supporting the Eldership and Trustees in the oversight of the church; working collaboratively with the Lead Elder and other ministry leads, helping Christ Central to thrive and fulfil its vision. • Manage and care for the staff team, helping to develop, promote and champion a healthy staff culture and sense of team. To develop consistent line management processes within the staff team, to create accountability and cohesive focus. • Work with the Elders and Trustees to develop robust structures and ways of working for church leadership, management and governance. To function as a policy advisor to the Trustees and critical friend to the Elders. • Coordinate the effective implementation of the church's strategic plans for church life, facilitating effective leadership and governance discussions. • Take responsibility for the management of the church's resources* including people, buildings, IT and finances; developing effective, efficient and flexible business processes to meet statutory compliance.	
Staff Team	Lead the management and care of the staff team, helping to develop, promote and champion a healthy staff culture and sense of team. • Direct and oversee line management of the staff team and be responsible for corresponding HR processes, ensuring a regular programme of review (appraisal) and objective setting is followed across the team. • Support all staff members to lead in their areas; ensure responsibilities and duties are clear and understood, facilitated by appropriate and proportionate accountability structures. • Facilitate full staff meetings and coordinate the agenda, ensuring subsequent actions are understood, communicated and followed up. • Develop and oversee a regular programme of team building / development, training and retreat opportunities to underpin a healthy, open and thriving staff culture. • Oversee and supervise HR procedures, functioning as the main staff focal point for this area of responsibility
Support the Elders and Trustees in church oversight	Support the Elders and Trustees in the oversight of the church, working collaboratively with them, deacons, and other ministry leads, following agreed ways of working to help Christ Central thrive and fulfil its vision. • Assist Elders, Trustees, Deacons and ministry leads to implement strategic plans to deliver the church's vision across its various areas of ministry • Meet weekly with the Lead Elder to discuss, review and prioritise plans and activities • Function in a supportive role to the board of Trustees, assisting their operation as the charitable governance body, helping to fulfil its statutory

	responsibilities and function well as a part of the overall leadership structure of the church
Strategy and governance	Help to develop strategic plans for church life, facilitating the necessary leadership and governance discussions, and ensuring effective and consistent line management takes place to create accountability and cohesive focus. - Facilitate effective planning of priorities, events, communications and projects on an annual, termly, monthly and weekly basis - Function as a policy advisor to the Trustees and a critical friend to the Elders
Building, IT & Finance	Manage the church's resources of people, buildings, IT and finances, developing effective, efficient and flexible systems and business processes that meet statutory compliance. To develop and maintain agreed levels of service for all areas. - To liaise with the Deacon for Projects and those involved in church building operations, ensuring the use of the church building supports and fulfils the vision of the church, taking a supportive role in ongoing building management - To work with the team and treasurer to develop the budget for activity each financial year - To work with the church's treasurer to ensure the appropriate use of the church's finances. The treasurer will manage and prepare the church's annual budget process and monitor income and expenditure throughout the year. They will also support the Church Administrator in other aspects of financial administration - Manage and liaise with Christ Central's IT support, ensuring that the IT needs of the church and staff team are adequately provided for
Meetings	- To be responsible for the weekly Staff (business and prayer) meeting - To attend Deacon, Elders, & Trustees meetings as agreed through ways of working
Prayer	- Lead in prayer at the weekly staff meeting - Pray regularly for each member of staff and the church as a whole - Seek direction from God as to what areas / where / who to be developing in the staff team ... where to be spending time and resources - Raising the profile of praying for people, areas and situations in CC, be this on a Sunday morning, at monthly prayer meetings or other times
Beyond CC	Build relationships with other churches to encourage / gain expertise and to create collaborations