

Our Vision - 'All for Jesus'

Director of Operations

Permanent position. Full time with frequent evenings and weekends

Salary: £47-52k (depending on experience) + LLA of £3,940 (FTE)

Annual Leave: 25 days plus bank holidays

We are looking for a Director of Operations to join the staff team in our large, vibrant and diverse church in the heart of the West End, to direct and coordinate our internal structure and operational support across the whole Church.

The job description sets out seven main areas of responsibility:

- Leadership and management
- Human resources
- Finance
- Buildings
- Governance
- Communications
- Risk management

If you are interested in applying, visit our website www.allsouls.org/vacancies to see the job description which includes the person specification.

Please send applications to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA) and include:

- CV
 - Completed application form
 - A covering letter of not more than two sides of A4 explaining why the role is of interest to you and how you meet the person spec.
-
- ❖ Application closure: 11th October 5pm
 - ❖ Interviews: From w/c 25th October
 - ❖ Start date: As soon as possible

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.



Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls.