



## ECM Ireland Operations Manager Job Advertisement

An exciting opportunity has arisen for a highly organised, enthusiastic and reliable part-time Operations Manager to join the European Christian Mission Ireland staff team.

ECM Ireland's mission is to **'equip, connect and multiply followers of Jesus through church planting and discipleship across Europe'** and we are looking for an Operations Manager who can help us achieve that mission by overseeing the management of the ECM Ireland office.

The Operations Manager is responsible to the Director for the operational management of the ECM Ireland Office, including financial, human resources, risk management, legal and compliance functions, communications, supporter relations, property and IT services and governance, in line with ECM's agreed strategy and goals.

The postholder will preferably have a professional qualification in Management, Finance, Business or equivalent, have previous management experience, and expertise using CRM (Customer Relationship Management) databases for contact and monetary reporting and management.

This role is for someone who can work on their own initiative, is reliable, has a high level of organisational and management skills with excellent attention to detail, can work independently and as part of a team and can meet deadlines in a timely manner.

There is an occupational requirement for the post-holder to be a committed evangelical Christian who is in full agreement with the ECM Ireland Doctrinal Statement and the vision, purpose and values of ECM Ireland.

This is a permanent post with a six-month probationary period and is 16 hours per week.

### **Contact Details:**

If you would like more information, or an informal chat about the role, please contact the ECM Ireland Director, Lindsay Moorhead, at [lindsay.moorhead@ecmi.org](mailto:lindsay.moorhead@ecmi.org)

To apply, please send your CV, along with a covering letter (max. 300 words), detailing how you fulfil the requirements of this role (as outlined in the person specification) by email to Lindsay Moorhead at [Lindsay.moorhead@ecmi.org](mailto:Lindsay.moorhead@ecmi.org)

Only candidates who are eligible to be employed in the UK should apply for this role.

**Closing date: 5.00pm Friday 3<sup>rd</sup> December 2021**

## **ECM Ireland Operations Manager Job Description**

**Job Title:** Operations Manager

**Reports to:** Director of ECM Ireland

**Duration and location:** This is a permanent, part-time role (16 hours per week), based in the ECM Ireland office in Lisburn. There is a six-month probationary period.

**Salary with some personal support:** £22,183 (pro-rata, salary in line with the NJC pay scale), based on a 40-hour working week.

**Date:** November 2021

### **Primary purpose of the role:**

The Operations Manager is responsible to the Director for the operational management of the ECM Ireland Office, including financial, human resources, risk management, legal and compliance functions, communications, supporter relations, property and IT services and governance, in line with ECM's agreed strategy and goals. ECM Ireland's mission is to **'equip, connect and multiply followers of Jesus through discipleship and church planting across Europe'**.

1. **Manage the smooth and efficient running of the ECM Ireland office**
  - Oversee the operations and administration of the ECM Ireland office
  - In conjunction with the ECM Ireland Director, ensure that all statutory legal requirements are met
  - Keep up to date (and keep staff up to date) with safeguarding, health and safety, GDPR and any other relevant guidance
  - Manage mission property (currently one location)
  - Ensure efficient systems and practices of administration are in place and functioning
  - Implement and ensure that all office equipment is functioning effectively
  - Respond to communications in a timely and professional manner
  
2. **Oversee the finance function of ECM Ireland**
  - Ensure that adequate systems of financial management and strategies are in place with the necessary trained staff to implement them
  - Work with the Finance Committee to produce a yearly budget, finance policies and long-term financial plan
  - Attend and contribute to Finance Committee Meetings and follow up on the agreed actions
  - Assist with fundraising and the development of effective fundraising policies and strategies to maintain and develop the objectives of ECM Ireland.
  
3. **Effectively manage the human resources and personnel function of ECM Ireland**
  - Line Manage the ECM Ireland Administrator and Finance Manager (incl. annual reviews, ascertaining training needs, arranging exit interviews)
  - Organise staff prayer meetings and monthly team meetings by sending out reminders and agenda
  - Regularly update ECM Ireland's Staff Handbook and ensure all staff and volunteers are aware of the policies in place

- Assist with recruitment, job advertisements, candidate selection (where appropriate), contact with applicants, arranging interviews and induction of new staff
- Ensure that each staff member has an up-to-date contract of employment and job description
- Advise on HR matters when necessary
- Support the Administrator to help administer the application process for short term teams and short and long-term mission partners.
- Assist, when necessary, with candidate orientation and debriefing for short term teams and short and long-term mission partners
- Oversee the development and implementation of an integrated communications and supporter relations strategy
- Attend regular supervision meetings with the ECM Ireland Director

**4. To assist with other duties as required.**

- Generally, work in such a way to advance the aims of ECM Ireland.
- Be involved in support raising for your role, both prayerful and financial
- Work within the legal guidelines of ECM Ireland
- Attend ECM Ireland staff meetings, prayer meetings and lead devotions when required
- Represent ECM Ireland at meetings and events as required
- Assist in the organising and promotion of events
- Undertake other appropriate duties and responsibilities appropriate as determined by the Ireland Director

This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time, and therefore the job description may need to be reviewed in the light of any such changes which may occur.

The jobholder will be part of a team based at the ECM Ireland office in Lisburn and they must model and reflect the Christian ethos, mission, vision and values of ECM Ireland in all aspects of the role and be able to explain them to others. There is, therefore, an occupational requirement for the postholder to be a practising Christian in line with our ethos and statement of faith.

## Person Specification

### Education and Knowledge:

#### Essential

- 5 A\*-C GCSEs or equivalent, including Maths and English Language
- A relevant degree or professional qualification in Business, Finance, HR, Management or similar
- Excellent written and verbal English

#### Desirable

- 3 A-levels or equivalent, or an ability to demonstrate experience in a relevant employment context
- A good understanding of mission and particularly the spiritual and social situation in Europe.

### Experience:

#### Essential

- At least 2 years' experience in a management role
- Competence in using CRM (Customer Relationship Management) databases for contact and finance management
- Financial/accounting experience
- Wide experience and competence in using Microsoft Office, particularly Excel, Word, Outlook, and SharePoint

#### Desirable

- Has experience working with ThankQ, Sage and other Web Authoring Software such as Mailchimp
- Fundraising experience
- Involvement in mission, particularly in Europe.
- Working within the Christian or charity sector.

### Skills and Abilities:

#### Essential

- Outstanding interpersonal, written, and verbal communication skills
- Ability to work on own initiative, independently and as part of a team
- Has excellent organisational and administrative skills with a high attention to detail, while keeping an eye on the bigger picture
- Strategic thinker
- Ability to manage staff and volunteers
- Project management skills

## **Personal Qualities:**

### **Essential**

- A committed evangelical Christian who is in full agreement with the ECM (European Christian Mission) Ireland's Doctrinal Statement\* and the vision, purpose, and values of ECM Ireland.
- Proactive, reliable, and self-motivated individual.
- Excellent team player wanting to contribute to the overall ministry of ECM Ireland.
- Active prayer and devotional life, attending a local church regularly.
- Full UK Driving Licence.
- Able to travel on occasion.

The above serves as a guide and is not exhaustive. All staff are expected to undertake other duties and projects as may be required by the Director. You will be part of a small team who work together to meet ECM Ireland's aims and objectives.

\*There is an occupational requirement for the post-holder to be a committed evangelical Christian and committed to the ethos and aims of European Christian Mission Ireland.

## **The European Christian Mission Statement of Faith**

The European Christian Mission is committed to the truths of historic, biblical and evangelical Christianity including the following:

1. **God** There is one God, who exists eternally in three distinct but equal persons: the Father, the Son and the Holy Spirit. He is unchanging in His character and attributes. As creator and Lord of the universe He governs all things according to His sovereign will for His own glory.

2. **The Bible**, comprising the Old and New testaments, is the Word of God. It was inspired by the Holy Spirit through human authors and is an entirely true revelation of God's will and purposes. The Bible is our final and infallible authority in every matter of belief and conduct.

3. **The Human Race** God created all men and women in His image to love and worship Him; consequently, we have inherent and equal dignity and worth. As a result of the disobedience of our first parents, every aspect of human nature has been corrupted. We have become alienated from God as guilty sinners, incapable of saving ourselves. We are under God's just condemnation and need to be forgiven and reconciled to God to know, enjoy and worship Him.

4. **Jesus Christ** The Lord Jesus Christ is fully God and fully man. He is the eternal Son of God who was conceived by the Holy Spirit and given birth by the virgin Mary. He lived a sinless life in obedience to His Father, was crucified as the only substitutionary sacrifice for our sins to redeem us and reconcile us to God through His shed blood. He was raised bodily from death and ascended to heaven where He is now exalted as Lord over all.

5. **Salvation** God in His love and mercy reconciles sinners to Himself through the sacrificial death of Jesus Christ on the cross. As sinners repent and turn to God from their sin they receive God's forgiveness, are adopted into His family and given eternal life. Salvation, by God's grace alone, is received through faith in Jesus Christ.

6. **The Holy Spirit** The Holy Spirit has been sent from heaven to glorify Christ and to apply His work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the church and empowers its members for worship, service and world-wide proclamation of the Gospel in obedience to the Great Commission.

7. **The Church** The one universal church, the body of Christ, of which each local church is a visible expression, consists of all true believers born again by the Holy Spirit. As a fellowship of believers, the church is called to worship God, grow in grace and bear witness to Christ and His kingdom throughout the world. This calling is opposed by Satan, the enemy of God, who still works to frustrate God's purpose. Through His death on the cross, Jesus Christ has deprived Satan of his power, a victory in which all believers through faith can share.

8. **The Future** The Lord Jesus Christ will return personally and visibly, to raise the dead and bring to completion His work of salvation and judgment. Believers will be welcomed into the presence of God forever, while unbelievers, together with a finally defeated Satan, will suffer eternal punishment in separation from God.

## The Vision and Values of ECM Ireland

### Our Vision

ECM Ireland's vision is **to see the peoples of Europe transformed in the name of Jesus Christ**. This is our dream and aspiration, and it motivates everything we do.

### Our Mission

Our mission is to equip, connect and multiply followers of Jesus through discipleship and church planting across Europe.

### EQUIP

We identify people's gifts and abilities and develop them into ministry and leadership.

We train ambassadors of Christ who share the good news, speaking prophetically in their local contexts.

We care for people so they thrive in both life and ministry

### CONNECT

We build networks so that God's resources in one place can extend His kingdom in another.

We encourage people to work in teams so their ministries have greater impact.

We collaborate and partner as an expression of the Church's unity in Christ.

### MULTIPLY

We mobilise and envision people for God's mission in Europe.

We challenge people to become disciples of Jesus who make more disciples.

We facilitate the planting of healthy churches that reproduce naturally.

### Our Core Values

These are the core values that members commit themselves to when they join the mission. Our teams are guided by these values in the way they plant churches. **At every level across the mission, we commit ourselves to practising these values in everything we do.**

**UP** – We value a life oriented to God, where courageous faith, prayer and the Bible are the basis of all we do as a mission.

**IN** – We are committed to integrity and mutual respect in our relationships, that we might be known for loving and caring for each other as we work towards our common vision.

**OUT** – We believe in participating actively and creatively in God's mission as we reach out to the peoples of Europe through the establishment of new communities of Jesus followers.

**TOGETHER** – We are committed to working and learning together, as teams, fields and national sections, and through partnerships with others, in pursuit of our common purpose.

These four values - a life oriented to God, integrity and mutual respect in our relationships, mission to the peoples of Europe through church planting, and collaboration are the core values of ECM. They are expressed in simple, modern language as **UP, IN, OUT, TOGETHER**, but they rest on ancient foundations, namely the four marks of the church as expressed in the Nicene Creed. **These have been the core values of ECM since its inception in 1904** under the leadership of Ganz Raud: prayer, loving working relationships, church planting in Europe and partnership with others. Anchored in the past, but expressed in fresh language for a new generation of missionaries, **they have the potential to guide our behaviour into the future.**

## **Our Distinctives**

ECM also has other aspects that express its unique identity. These we might call ECM's distinctives, which together with our values, express who we are. Our distinctives are that we are **Evangelical in our theology, interdenominational and international, and that our focus is church planting in Europe.**

These values and distinctives **establish the essential boundaries for our identity and behaviour in the ECM family.** As such they have transformative potential, both personally and corporately, allowing us to hold each other accountable in our local teams and in our management structures. Having clear values can help us every day to align ourselves more consciously with God (UP), with each other (IN), in mission (OUT) and with our partners (TOGETHER), as we work **to see the peoples of Europe transformed in the name of Jesus Christ.**