

We are looking for an Operations Manager to join our team in supporting our vision of making disciples who wholeheartedly love, live, and reveal Jesus. We are a thriving, multisite church with a bold mission. We are inviting applicants with a discerned calling, strong leadership strengths, and organisational skills to manage our operations effectively. This role is key to enabling the growth and support for our church to build disciple-making communities along the Georges River and beyond.

### Essential Qualities/Experience:

- Partner of GRLC with a strong commitment to its mission (or willingness to become one).
- High attention to detail and excellent organisational skills.
- Proven leadership experience in managing teams and working collaboratively.
- Strong administrative skills.
- Ability to prioritise tasks and manage multiple and sometimes competing priorities.
- Skilled in developing and implementing organisational systems.
- Flexibility and an eagerness to learn.
- Displays professionalism and exhibits confidentiality.
- Proficient in technology and effective in both written and verbal communication.
- Ability to work independently.

### Desirable Qualities/Experience:

- Previous experience in a similar role.
- Background in bookkeeping or financial management.
- Familiarity with MYOB financial software.
- A demonstrated commitment to volunteering.

### Key Responsibilities:

- Lead and support staff and volunteers in ministry functions across our sites.
- Collaborate with the Staff Leadership Team on strategic planning.
- Develop and maintain governance and administrative procedures.
- Oversee human resource management and ensure compliance with national standards.
- Manage financial practices, including budgeting and reporting, serving as Church Treasurer.
- Enhance GRLC's IT systems and support staff with technology.
- Ensure GRLC's compliance with Safe Church and WHS standards.
- Oversee property management and maintain tenant relationships.
- Foster personal and professional development for yourself and your team.

Applicants must comply with Child Protection (WWCC, National Police Check) requirements.

If you are a dedicated individual who can contribute to our mission and vision while nurturing a supportive environment, we want to hear from you!

Terms of employment: Full-time (part-time will be considered)

Remuneration will be commensurate with the experience of the successful applicant.

For full position description, please contact:

Ben Rusin  
Lead Pastor  
Georges River Life Church  
[ben@grlc.org.au](mailto:ben@grlc.org.au)

To apply, please send a copy of your current CV including a cover letter addressing your suitability for the role and outlining your experience against the key responsibilities and focus areas of the role to Ben Rusin.

**Applications close Friday 15 November**