

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

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 Wednesday 18 December 2024