



**DIRECTOR OF
OPERATIONS
AND FINANCE**
Application Pack



CARNELIAN
SEARCH



Thank you for your interest in the post of Director of Operations and Finance

CPAS has been resourcing local churches since 1836. CPAS has recently refreshed its vision and recalibrated the way it will support the local church in evangelism in the 2020's. This has reconnected us to the passion for evangelism expressed in 1836 but allowed new ideas to rise to the surface, not least a commitment to working with new forms of local church and a new generation of leaders. Through our patronage responsibilities, we are involved in making clergy appointments every month of the year and in every Diocese of the Church of England. Our leadership and training work has extensive reach with church leaders, lay and ordained. We also run residential and holidays for children and young people, including a rapidly expanding programme with Church of England primary schools. In order to achieve all this we must grow our fundraising abilities, focus and income, and this new role is a key part of that strategy.

In order for this to be successfully rolled out over the next five years, our operations and finances need to be effectively and efficiently led. We are looking for someone who is experienced in this area, able to evidence above average competency and for whom the above vision is an inspiring driver for their work.

It is likely that the successful applicant will have already had responsibility for operations and/or financial responsibility in an organisation. What is significant about this role is that there is a breadth of responsibility that is both stimulating and challenging, coupled with the possibility of supporting frontline mission in local churches through the work of CPAS. The successful applicant will have a profound and experiential understanding of the evangelical leaders and churches that we support and work with and will be an active member of a local church.

Applicants will be aware that charitable organisations such as CPAS are required to address with substantial competency areas including financial accounting, GDPR, HR, safeguarding and many other areas. It is unlikely that the successful applicant will be a specialist in one of these areas only.

Hopefully this pack tells you everything you need to know to decide if this is the role for you, if you would like to have an informal discussion about any aspects of the role or the details in this pack please contact John Dunnett (General Director) via email on jdunnett@cpas.org.uk.

About CPAS

CPAS is an Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Established in 1836, our founders' purpose was captured in the phrase 'the gospel to everyone with a single eye to the glory of God'. The spiritual needs of men, women and children in our nations continue to motivate us and are reflected in our mission statement: **CPAS enables churches to help every person hear and discover the good news of Jesus Christ.**

The three main areas of our work are:

- **Leadership:** Resources, events and programmes to develop leaders at all levels in local churches, including Growing Leaders, PCC Tonight and the Arrow Leadership Programme. Our leadership training encompasses a wide range of key leadership topics, much of which is delivered in partnership with Church of England dioceses.
- **Venture and Falcon holidays and School Ventures:** Over 4,000 children and young people exploring life with Jesus on more than 100 residential holidays and weekends across England and Wales each year, which are led by 3,000 volunteer leaders.
- **Patronage:** As the UK's largest evangelical patron, we are involved in the appointment process for clergy at almost 700 churches.

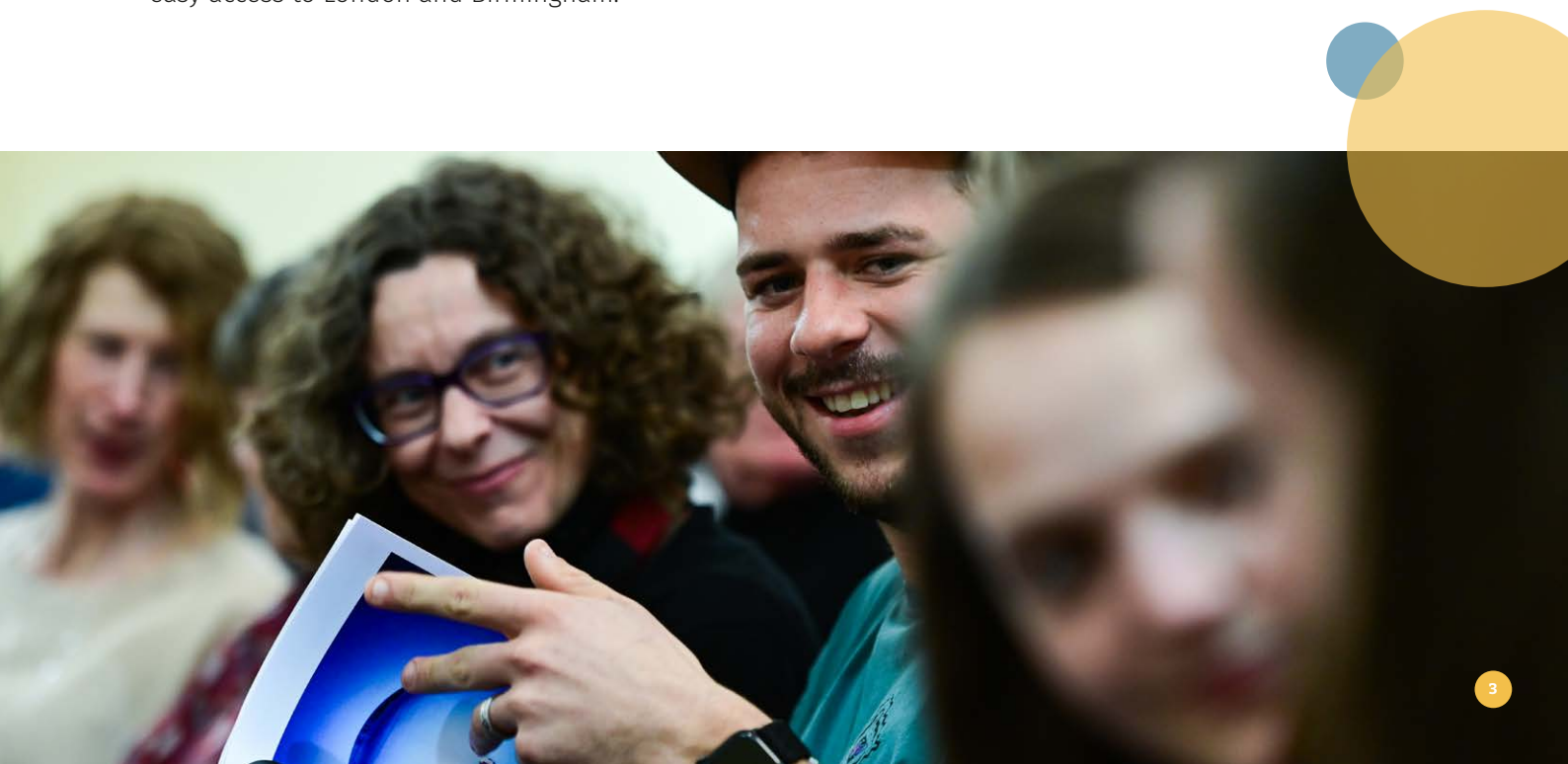
Statement of Faith

The CPAS Basis of Faith is adapted from the Anglican Evangelical Assembly's Basis of Faith and can be read online at www.cpas.org.uk/faith.

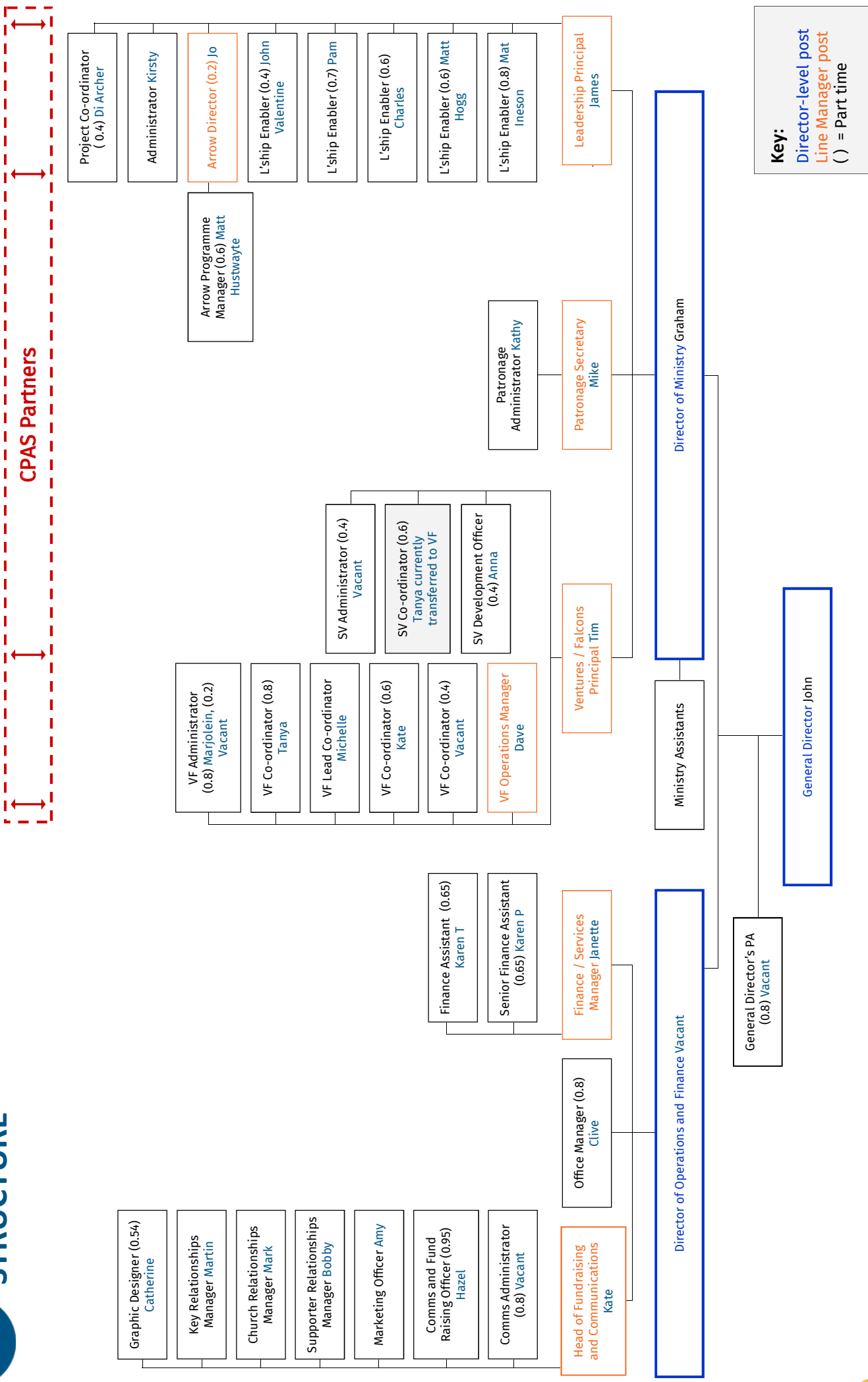
Location

Most of our staff are based at our office (address on p1), on the outskirts of Coventry and 20 minutes walk from Canley station. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network.

Staff currently working at Sovereign Court One live in Warwick, Leamington, Coventry, Solihull and Birmingham, as well as the smaller towns and villages nearby. Our office is very close to the A45, providing easy access to London and Birmingham.



CPAS LINE MANAGEMENT STRUCTURE



ROLE PROFILE: DIRECTOR OF OPERATIONS AND FINANCE

OUR VISION

We long to see a Christ-centred, Bible-based, evangelism-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

Overview of Role

JOB PURPOSE

To lead, facilitate and oversee the operations and finance of the charity, also ensuring compliance with all financial regulatory requirements.

CORE TASKS

- To manage an effective support service for the organisation ensuring regulatory compliance, efficiency and value for money
- Be an effective inward-facing management figure supporting the roles of General Director and Director of Ministry
- Line manage a small team leading motivating and coaching them to deliver high performance and a quality customer experience.
- Contribute to the strategic planning of the organisation with a particular focus on own areas of responsibility.
- Responsible for the effective delivery of a communications and fundraising strategy and plan, including development of the charity's social media activity
- Lead on the development of the organisations database(TQ) and website to ensure that these tools support the organisation in achieving its strategic objectives
- Responsible for delivering an effective and legally compliant IT, HR, safeguarding, facilities and health and safety provision across the organisation ensuring efficiency, and value for money.
- Develop the annual operating budget with the Finance Manager, senior managers and the finance committee.
- Oversee/lead an effective financial accounting function to support the sustainability of the organisation



- Oversee the production of management accounts, including analysis of income and expenses against predicted budget for the year and forecast expenditure to year end providing explanations and solutions to help mitigate risks.
- Oversee work with external auditors to ensure the production of statutory audited consolidated accounts (SORP) for the Charity.
- Administer the CPAS pension (scheme/arrangements) and provide /oversee support to the pensions trustee.
- Ensure the effective management of the CPAS/CPAT property portfolio including staff housing, property held in trust and patronage property matters.
- Oversee/discharge the role of Company Secretary, ensuring the completion of all statutory returns.
- Prepare regular reports for the trustees and others as required.
- Oversee the operational aspects of/support for the leadership training/delivery portfolio across CPAS.
- Support the safeguarding lead for the charity, ensuring the organisation has appropriate policies, procedures and systems of working to ensure the organisation meets its safeguarding responsibilities.
- Act as the Data Protection Officer (DPO), ensuring the charity has appropriate policies and procedures in place to meet its obligations under the Data Protection Act 2018.
- Keep up to date professionally with current practice and developments in own area of work and with developments in the wider church affecting delivery of CPAS ministry.
- Undertake any other duties that could reasonably be expected of the post holder.

ACCOUNTABILITY AND MANAGEMENT

- Reporting to the General Director the post holder is responsible for the effective delivery of all operational areas and the effective management of CPAS finances. The postholder will line manage a small team of Finance Manager, Office Manager and Fundraising and Comms Manager.

COMMUNICATION

- Internally: all staff and trustees.
- Externally: suppliers and contractors, external professional bodies and charity commission.

DECISION MAKING

- Operations team budget ensuring responsible stewardship and seeking value for money.
- Appointment of external contractors and suppliers.
- Appointment of staff within the Operations Team.
- Contributes to the wider strategic decision making of the organisation.
- When to refer safeguarding concerns to external agencies.



Requirements for Role

KNOWLEDGE

- Strong knowledge of financial management and the regulatory frameworks relevant to charities gained through being ACCA, CIMA, ACA, CIPFA or ATT qualified or having Business degree or further relevant experience if no qualifications.
- Knowledge of providing support services (HR, IT, Health and Safety etc.) through having carried out previous roles covering these functions in a comparable or larger organisation.
- Experience and understanding of marketing and supporter relations/fundraising.
- Knowledge of GDPR regulations and best practice.
- Good understanding of safeguarding matters.
- An understanding of the charity sector would be advantageous but is not essential.

SKILLS

- Business and financial planning skills including understanding of effective ways to measure and manage performance metrics.
- Ability to provide direction for a team and motivate the team to achieve their objectives.
- Ability to negotiate advantageous commercial contracts with suppliers that maximise the benefit to CPAS.
- Excellent interpersonal and communications skills both written and verbal.
- Well developed people management and team building skills.

PASSION

Motivated by the aims and objectives of CPAS' work, the post-holder will be committed to high standards of customer service, efficient delivery, clear communication and organisational health. He or she will enjoy working in a collaborative environment.

CHRISTIAN FAITH

CPAS is a Christian agency, working to support church-es across the UK and Republic of Ireland. It is therefore important that the post holder has a committed person-al faith, is an active member of a local church and is in agreement with the CPAS basis of faith.





Terms and Conditions

- 1. Christian faith:** This role holds a Genuine Occupational Requirement (GOR) for an active and committed Christian faith.
- 2. Location:** The post is currently based at the CPAS office at Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, Coventry, CV4 7EZ. CPAS welcomes applications for flexible working.
- 3. Salary:** c.£50k per annum
- 4. Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual on-going CPAS appraisal process.
- 5. Expenses:** All authorised expenses are reimbursed.
- 6. Hours of work:** This is a full time appointment of 37 hours per week.
- 7. Holiday:** Annual holidays are four weeks, plus all bank holidays. The CPAS office is also closed from Christmas through to New Year.
- 8. Start date:** To start as soon as possible.
- 9. This post will be subject to a Basic DBS check.**

How to Apply

To apply or for an exploratory conversation please send your CV to Alice Maclean at alice@carneliansearch.com

Application Closing Date

The deadline for applications is noon on Monday 1st November

Interviews

Please note, the proposed dates for the two phase interview process are Thursday 25 November and Friday 3rd December. Further details around the interview process will be provided to shortlisted candidates.