

HEAD OF OPERATIONS AND DEVELOPMENT

JOB DESCRIPTION

Role purpose:

To work alongside the Founder Director as a member of the Senior Leadership Team of T4CG, co-ordinating and managing the delivery of all the T4CG operations and projects, leading on plans for future growth and development.

Role responsibilities:

- Drive the planning and orchestration of T4CG objectives.
- Coordinate and lead the delivery of the Here: Now: Us People programme (including leading prayers and bible study).
- Lead on evaluation and monitoring of all of the activities of T4CG.
- Support the Founder Director in her outreach and influencing work.
- Recruit and manage staff, contractors and volunteers as required.
- Participate in teams of staff, partners, associates and volunteers.
- Prepare reports for and participate in Trustee Board meetings.
- Develop and monitor budgets, and expenditure in conjunction with the Treasurer and Founder Director.
- Lead on and implement fundraising strategy, together with Founder Director, Trustees and contractors.
- Develop and implement guidelines for staff and volunteer evaluations and recruitment.
- Oversee staff and volunteer productivity, training, and personal/career growth.
- Lead strategic initiatives to improve scalability, agility, and efficiency.
- Research and implement new plans for T4CG growth and development.

Hours and salary:

30 hours per week (0.8 post). 16 days annual leave (equivalent to four working weeks), plus English Bank and Public Holidays. Work-from-home but role will involve significant travel and meetings away from home as well as online. Some weekend and evening working will be required. Training in our CRM database (Donorfy) will be provided.

Salary: £36,000 (FTE £45,000). Funding currently in place for at least 12 months.

We plan for the post to be full-time as soon as we confirm the funding needed.

PERSON SPECIFICATION

Qualifications/Skills:

- Excellent written and verbal (face to face and digital) communication skills
- Analytical skills
- People management
- Interpersonal skills
- Facilitation or training
- Strategic planning

Knowledge and Experience Priorities:

- Track record of effective project or operations management
- Knowledge of Catholic Social Teaching
- Demonstrable ability to manage budgets
- Success in managing and delivering fundraising initiatives (ideally broad-based: trusts, major donors, regular giving)
- Knowledge and experience of UK churches
- Working solo and as part of a team
- Working in a small organisation
- Experience of building community
- Experience of cultivating mutually beneficial partnerships
- Experience of managing volunteers

Personal qualities:

- Passionate about the work and vision of Together for the Common Good
- Practising Christian

For more information:

Please find our latest annual report [here](#).