

## **Role Profile: Director of Operations (DOO) – New Wine Trust Ltd**

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### **New Wine's Vision**

Our vision is to see local churches changing nations.

We want to encourage a renewal of all things by uniting church members and their leaders, to understand and agree their vision so that, together, all individuals can work towards a new way of being God's people.

We want to provide an effective way of engaging with God and his kingdom for every generation, acknowledging existing culture and evolving appropriately.

We want to empower and equip leaders to live out and grow God's kingdom by teaching Spirit and Kingdom principles that can be applied locally to meet the needs of their community and church family.

New Wine does not insist on or promote one way of doing things nor advise everyone to use the same materials. Instead, we acknowledge our similarities and teach principles, allowing others to decide the most appropriate way to apply them in their areas of mission.

### **Job Description**

To provide strong strategic business leadership and support in order to fulfil New Wine England's (NWE) vision, reviewing and helping shape the strategic objectives, driving and leading the staff team, working collaboratively with the National Leader (NL) and other senior key leaders within the network. In addition, you will be part of the national leadership team along with the national leader.

To be responsible for the delivery of plans and budgets, except where they fall to the national leader.

This role reports to the National Leader and is also accountable to the Trustees to whom you will be expected to formally report on progress made twice a year and to participate fully in Trustee meetings.

### **Responsibilities:**

#### **Strategy**

- To help develop the strategic objectives from an operational perspective which will be signed off by the NL & Trustees. The recommended strategic objectives should then be reflected in a one year and (where possible) a three year plan.
- The DOO is then responsible for delivering operationally the plan with the exception of where it pertains to the network which is the responsibility of the national leader.
- To bring a business and operational perspective in terms of the use of finances and resources.
- To provide leadership and solutions as to how best use may be found of such resources.

- Provide structural support for all objectives.
- Translate the vision and strategy into performance targets, business plans, organisational policies directives and procedures.

### **Leadership**

- To lead, drive and manage the staff team in achieving the vision through their roles
- To use excellent HR practices including performance management and personal development for all staff and key leaders.
- To build a healthy culture within the team, promoting the New Wine vision and values
- To support the Heads of Ministries where directed by the NL.
- Once the programme for events has been agreed with the NL , be responsible for their delivery.
- Drive & manage the production of a range of resources that will equip local churches and individuals, meet our vision and provide income for future growth

### **Business priorities and relationships**

- Have overall control of the budget, with delegated authority from Trustees and working closely with the NL and ensure every effort is made to meet all financial and other targets.
- Annual risk reporting to trustees with actions to minimise covering key risks i.e. H&S; Financial; Safeguarding; HR; IT; operational etc.
- To advise and support the trustees in applying good governance practices.
- To act as principle point of contact for outside charities in supporting their ministries aligned with New Wines vision and values.
- Be accountable to the board of trustees to whom a full operational report will be submitted every six months summarising the key strategic objectives and progress made.

### **Communication**

- Encourage feedback internally to use as an effective development tool and also externally to drive customer satisfaction and improved ways of operating
- Be proactive in ensuring a strong two way communication approach is encouraged with staff and key stakeholders
- Encourage the accumulation of stories and testimonies from church leaders/churches for effective communication across the movement.

### **Personal example**

- Be able to articulate our vision, values and beliefs.
- Exhibit maturity in being honest and humble about failures, loving towards others, earnest about prayer life and listening to God and growth as a disciple of Jesus.
- Be empowered by the Holy Spirit
- Make every effort to stay spiritually refreshed and healthy
- Sustain a healthy family and personal life
- Have strong accountability structures in place personally

## Person specification

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### Experience, Knowledge, skills and understanding

- To have had at least ten to fifteen years' experience of senior leadership in the commercial and charitable world
- A depth of experience and financial acumen with budgets, ROI, P&L and forecasting
- Is a strategic thinker
- Assesses and manages risk effectively
- Looks to the future and anticipates trends formulating ideas for creative change
- Is experienced in people management, developing capability in and through others
- Has a broad understanding of team dynamics, changing culture and driving teams to high performance
- Understands and lives the New Wine DNA
- Builds effective relationship across borders
- Proven ability to interact professionally and productively with others by using good relational skills including EQ, negotiation skills, decision making and problem solving abilities.
- Have strong personal accountability structures in place.

**Remuneration:** £62,500

**Time commitment:** Full Time (Minimum 35 hours pw)

**Reporting to:** National Leader and Trustees