



Operations Manager

National Events Team

Job Description

Purpose: The Operations Manager will have overall responsibility for the oversight of the operational delivery of our National Events, specifically: Dreaming the Impossible, DTI (youth event); National Leaders' Conference, NLC (equipping conference for Vineyard Leaders) and Cause to Live For, CTLF (young adult's event). They will lead the operational team in delivering successful events to agreed budgets and in line with the vision of Vineyard Churches UK and Ireland.

Reporting to: Executive Assistant (Jude Bonnington)

Terms: Full time position. 2-year fixed term. This job description should be viewed in conjunction with a contract of employment for terms of employment

Salary: Dependent upon experience

Location: The normal place of work will be Trent Vineyard, Lenton Lane, Nottingham, NG7 2PX

Overall Responsibilities

Oversee the operations of VCUKI National Events

- Recruit and structure the operations team for the most cost effective and successful delivery of VCUKI national events
- Lead the team in delivering a quality service to all involved
- Day to day management, training and development of operations team staff
- Oversight of: scheduling publicity; venue; team recruitment, training and delivery; finances; health and safety; safeguarding; suppliers; hospitality and event logistics
- Ensure that all events are compliant with current, licensing, legal and health and safety legislation

-
- Liaise with delegates and troubleshoot during the events to ensure that they are delivered smoothly. The Operations Manager will be present at all events.
 - Lead in post event evaluation to inform future events

Deliver VCUKI National Events on time and to an agreed budget

- Set an appropriate budget with the Director of each event
 - Monitor budgets and make appropriate budgetary decisions, re-forecasting and making changes as necessary
 - Report on budget outcomes post event
- Project Planning of events
 - Develop a project plan for each event (DTI, CTLF, NLC and other smaller events)
 - Work with the operations team and stakeholders on appropriate timescales
 - Lead the National Events Team in delivering activities and events in agreed timescales
 - Research venues, suppliers and contractors, negotiate best prices

Further the delivery of our vision to 'Extend God's Kingdom together, everywhere in every way' through National events

- Work closely with the Directors of each conference to achieve the vision set out for each
- Ensure that the team and volunteers are empowered and are clear in how to lead well under the guidance of our vision and values
- Deliver a smooth event that removes barriers, allowing people to have the space and time to meet with Jesus in a safe environment

Occupational Requirement

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement. This role will also be subject to an enhanced DBS.