

**Position summary:**

This individual will be responsible to provide leadership and oversight for Operations and Administration of SouthRidge.

Areas of responsibility include Operations (including IT, Risk Management, and Facility), Finance, Human Resources and Administration. The individual will support other ministry team members by developing, implementing and sustaining integrated policies, processes and procedures which enable the fulfillment of the SouthRidge mission and vision.

**Position accountability:**

This position is accountable and reports to the Lead Pastor.

**Key position responsibilities:**

**1. Operations**

Lead and provide oversight of all Operations systems, processes and practices. Work to continually improve and implement best operational practices.

Provide direction and ensure all required maintenance processes and required operational contracts are in place and current for the facility. Oversee all mandated building inspections, and maintain current and up-to-date. Lead and oversee ongoing master schedule of all needed maintenance.

a. Information Technology (IT)

Provide leadership of the IT function by recommending, establishing and supporting IT policy, budget, maintenance and reporting systems. Work with relevant subject matter experts to prioritize various IT upgrades and investments

b. Risk Management

Lead management of risk to SouthRidge by ensuring proactive Risk Management plans are in place and followed at all times. This includes both internal & external risk issues.

**2. Finance**

Recommend new or revised and support established financial policies, maintain budgeting and reporting systems. Provide expertise and oversight to all legal and financial reporting requirements as per relevant Canadian guidelines and laws.

**3. Human Resources (HR)**

Recommend new or revised and lead established HR policies and documentation. Ensure all policies and practices comply with the BC Employment Standards Act. Provide expertise and oversight of HR processes and procedures, including participation in annual employee evaluations, and advice to the Lead Pastor. Work with Lead Pastor to drive SouthRidge staff development program(s).

**4. Administration / Policy Documentation**

Oversee all formal Administration, ensuring all relevant & required documentation is maintained, recorded and reported. Work with the Lead Pastor to maintain current record of all existing Policies. Provide expertise and guidance re policy development and changes.

**5. SouthRidge Team**

The Director of Operations as part of the SouthRidge Team:

- Will attend weekly staff meetings and other staff functions
- Will attend one professional development event annually, to be approved by the Lead Pastor.
- Contribute to the broader fulfillment of the mission and vision of SouthRidge and specifically those aspects pertaining to key position responsibilities.

**Qualifications expected:**

This individual will:

- Have a heart dedicated to the Lord and to His service through excellent administration
- Understand the legal, ethical and biblical dynamics of non-profit and ministry activities.
- Have relevant experience in business management, accounting, finance, and human resources.
- Meet the character qualifications as outlined in the character profile.
- Have the demonstrated ability to develop a team and coordinate their efforts.
- Have demonstrated administrative ability.
- Be in full agreement with SouthRidge code of conduct.

**Terms of employment:**

This position is a full time salaried position.

Individual will be remunerated according to terms worked out by the Lead Pastor and mutually agreed upon by the individual.

This individual will have a criminal record check and complete the SouthRidge Child Protection Policy. If a prior criminal record is revealed, this may result in a reconsideration of this person's application.

This individual will be qualified and will become a SouthRidge Partner within six (6) months of being hired, and agree with the SouthRidge statement of faith and live out the mission and vision of SouthRidge.

This position will also be subject to a review and evaluation at the end of three (3) months, after which time this position will be reviewed annually according to the process outlined in the staff manual.

The duties of this position may be changed with fair, relevant notice period.

The employment relationship may be terminated by the individual with 30 days written notice. SouthRidge may dismiss the individual with relevant notice and/or compensation in lieu of notice as per the BC Employment Standards Act.

**Character Profile****a. A Growing Witness:**

- will enjoy vital Christian experience and live a Christian life of faith
- will grow in personal evangelism with family, friends, and neighbours
- will develop an active intercessory prayer life
- will participate in church life as an eager servant

**b. Ministry / Family Balance:**

- will ensure healthy family relationships through a balanced schedule and godly priorities
- will guard spouse (and kids) from inappropriate stress of ministry pressure (if applicable)

**c. Superior Relational Abilities:**

- will demonstrate communication skills in order to effectively fulfill this role
- will demonstrate spiritual and emotional maturity in words, actions and relationships
- will be able to communicate to and relate well with others
- will participate in a team relationship with the SouthRidge staff and volunteers

**d. Management/Leadership Aptitude:**

- will demonstrate the ability to administer and give and take direction in a spirit of love and harmony

**e. Strength of Character:**

- will be known for friendliness, discretion, trustworthiness, stability, compassion, and integrity,
- will be motivated, self-starting and enthusiastic

To apply send resume to [search@southridgefellowship.com](mailto:search@southridgefellowship.com)