



CCCNZ – OPERATIONS MANAGER

Do you enjoy bringing a diverse team together to tackle different projects? Do you have a heart for how God is working in and through the campsites, support ministries, and churches of the CCCNZ Movement? We're on the hunt for a skilled Operations Manager to join the CCCNZ staff team for a full-time position (40 hours) in Palmerston North, Manawatū.

Christian Community Churches of New Zealand (CCCNZ) is a national service trust with an Open Brethren heritage, serving and supporting Kiwi churches, support ministries and campsites within the movement. Our heart is to prayerfully partner with God to point people to Jesus, through the gospel, from the Scriptures.

We've got a unique and varied staff team working together to support our movement. We're committed individuals who are motivated by using our distinct gifts to serve together as a team. We're proud of our mustard seed culture and believe that some of the best things start small and grow from there.

This is a management role within a hands on ministry context. The successful applicant will have experience with various IT platforms, be able to manage moving parts and oversee the execution of events and communications. You'll need the ability to grasp the big picture, along with the patience and humility to spend time on the finer details of day to day office administration—the nuts and bolts of bringing about a vision.

The successful applicant will also be hands on involved in the day to day financials of the organisation while working alongside a highly competent finance committee. We're looking for someone with a working knowledge and capability of finances within the charities sector to manage growth and financial restraints.

We're looking for someone who loves all things administration and is able to use this to implement and maintain workable systems and solutions, enabling, encouraging and working alongside our diverse and remotely located staff team to work together effectively. The role will also support the board administratively so an understanding and ability to perform board secretarial work within a highly functioning governance board is an important part of the role.

The successful applicant will have excellent project management skills—the ability to handle departmental budgets and manage distinct personality types. We’re looking for someone who can compassionately work with and lead team members to implement a vision; someone who is able to ask the right questions and draw out clarity, ensuring deadlines are met and targets are realistic.

We’re looking for someone who is an effective communicator, has a passion for thinking strategically and readily applies a faith mindset to managing budgets, people and resources. We’re looking for someone who understands the ways God has gifted them and feels a call to use these gifts to serve the kingdom.

If this is you, we’d love to hear from you and see if you might be the right fit for our team.

A full Job Description is available on request. All applicants for the role need to be New Zealand citizens or permanent residents of New Zealand.

Please send your CV and cover letter to:

Danielle Diprose

CCCNZ National Administrator

PO Box 744, Palmerston North 4440

Email: daniellediprose@cccnz.nz

Phone: 027 354 4172

<http://www.cccnz.nz>

CCCNZ – OPERATIONS MANAGER JOB DESCRIPTION

Title: CCCNZ Operations Manager
Responsible to: CCCNZ Ambassador
Direct reports: Events, communications and administration teams

Purpose of the Role

The role of the Operations Manager is to:

Oversee the day to day financial running of CCCNZ and ensure robust financial reporting to management and the board.

Ensure all operations are carried out in an appropriate and cost-effective way while improving systems, processes and best practice.

Work with the Ambassador and board to support their operational and reporting functions.

Responsibilities

Financial reporting:

- Working with the Ambassador in developing the draft annual budget and updating and managing changes during the course of the year
- Prepare regular financial reports for the Ambassador, Finance Committee and board
- Oversee the audit procedures and reporting, keeping CCCNZ legally compliant

Accounts Processing:

- Working with staff to process and pay all invoices in a timely manner and within budget constraints
- Recording all donations and grants and reporting accurately
- Working with staff to process and manage all aspects of deposits
- Overseeing the reimbursement of expenses for all ministry and operational staff
- Reconciling all accounts in a timely and accurate manner
- Understanding and processing journal entries within the accounting system

Operationally:

- Ensure the events, communication and administration teams are working to achieve their aims and goals, on time and within budget

Personnel:

- Assist in the contract and employment paperwork for new employees and the onboarding of all employees
- Manage payroll functions
- Support the Ambassador to schedule timely employee evaluations
- Train new employees on operational details
- Maintain physical and digital personnel files to support the Ambassador and stay legally compliant

Administration:

- Keeping all policies current and develop an Employee Handbook of HR policies
- Overseeing the Health & Safety for the staff team and keeping CCCNZ legally compliant
- Oversee privacy compliancy for the organisation as required by law
- Manage the Celebrants register and Homeworkers Guide publication in connection with key stakeholders
- Oversee and keep current online and print file systems to support the Ambassador and team
- Send periodic reports as required to Ambassador with work/volunteer progress as assigned
- Ensures IT and database systems are fit for purpose, regularly maintaining and updating as required
- Event and program support as required

Board:

- Manage board software including agenda, preparing minutes and managing the workplan
- Attend board meetings as assigned
- Ensure Compliance with the meeting of the deed
- Ensure AGM procedures are managed
- Ensure board meeting, venue, travel, and meals are all managed
- Oversee the annual elections process alongside the Chair and supporting onboarding of new board members