



Operations Director

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We currently have an opening for a full time position of Operations Director. This role involves work for both The Vine Church and our NGO Branches of Hope Limited (hereafter referred to as the Organisation). The incumbent will be required to attend The Vine Church as their home church.

Job Responsibilities

The Operations Director oversees the following four key areas of operations: Finance, HR & Office Administration, Facilities management and IT.

- Lead and manage all operation functions for the Organisation, ensuring smooth day to day running across the above four departments in service to the ministries and missions of the Church.
- Report regularly to the Senior Pastor (SP) on all operation functions at the Vine, communicating appropriately and effectively the success and development areas of the department as well as its personnel.
- Strategise and develop appropriate and sustainable models for managing church growth from an operations perspective.
- Strategise and develop appropriate and sustainable revenue models for financially supporting the church's mission statement and ministries.
- Liaise with internal and external parties on operational issues within the church, including negotiation and oversight of various contracts with landlords, external vendors, and agencies.
- Make suggestions and recommendations to the SP and Executive Leadership Team (ELT) for development of the church's internal organisational structure and management of staff.
- Oversee all human resources functions within the church, including recruitment, hiring, retention, salary appraisals, and staff development.
- Develop IT strategies to meet the growth needs of the Organisation and staff.
- Work closely with Directors on Company Secretarial functions including board meeting minutes, board resolutions, board action tracking, meeting agenda co-ordinations and other approvals that required director and corporate governance
- Provide recommendations to senior management (including Directors) on issues that may require legal input
- Work closely with the Senior Pastor to provide support on management information updates such as financial status, weekly and monthly operations statistics etc., and other ad hoc projects
- Execute budgeting process and monitor the financial health of the Organisation.
- Oversees financial analysis of income and expense trends and be accountable for spending within budget.
- Direct internal and external venue booking policies and supervision.
- Facilitate and supervise the smooth running of Annual General Meeting (AGM) and/or any other business meetings for the Organisation

Job Requirements

- Excellent in both writing and spoken English and Cantonese.
- Bachelor's degree in administration or related human service field. Master level is preferred.
- Great understanding of fiscal management and its corporate governance.
- Strategic planning experience in a non-profit setting ideal.
- Great ability to develop, motivate and inspire staff and teams, encourage positive work environment, with a 'service orientated' leadership culture and attitude.
- Good interpersonal skills and intercultural working experience.
- Discrete and able to hold confidentiality.
- Availability to work evenings/weekends/overnights after hours as dictated by circumstances.

How to apply

Please send your cover letter and resume to career@thevine.org.hk by 5pm, 20 April 2020.