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Executive Director of Operations & Facilities – 32hrs per week.

ABOUT US

The Orchard is an evangelical Christian Church in Te Puke, Bay of Plenty. Our heart's desire is to glorify God by making healthy disciples of Jesus Christ. We put a high priority on teaching the Bible and sharing the good news that God loves the world. We have a small staff and an average attendance of around 200 people a week. Our facility is the largest and most versatile in the area and is available for hire when not being used for Church ministries.

THE ROLE

As Executive Director of Operations & Facilities you will oversee the running of the facility, take and manage bookings, provide house management during events as well as oversee all areas of operations and administration at The Orchard Church.

The role is 32 hours a week. Hours are somewhat flexible; they can be spread throughout the week. Start date is open to negotiation for the right person.

Key responsibilities are:

- Ensure the facility is welcoming, accessible, well maintained and well presented.
- Respond to all facility hire requests; execute courteous, prompt and accurate service at all times.
- Be fully conversant with the overall hireage terms in order to maximize bookings.
- Manage hirers throughout their event with efficiency and friendliness and in accordance with the established procedural guidelines.
- Provide operational facilities management.
- Lead facilities improvement projects.
- Develop and maintain organizational policies and procedures.
- Financial and commercial management including budgeting and forecasting.
- Managing facilities teams, being a strong collaborative and empowering leader.
- Oversee Health & Safety policy and procedures.
- Carry out preventative maintenance checks, arranging repairs and maintenance as necessary.
- Ensure a high standard of customer service is provided to all visitors, staff, contractors and external suppliers.
- Support the Church admin operations as required.



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- HR management.
- Accountability to the Business Team and Trusts for the organizations financial and community performance.

There may be scope to grow this role to full time, especially if you have experience in accounting, IT, website development and social media management, grant applications or AV tech/media production skills.

ABOUT YOU

You should have experience in the key responsibilities and be confident and competent in your area of work. We are looking for someone with sound business acumen, excellent communication, an approachable management style, positive mind set and who can keep calm and carry on if it gets a bit stressful. You're able to prioritise and juggle different tasks. You get excited by budgeting and systems; creating efficient processes that maximise resources. You enjoy being part of a team and supporting others to do their jobs well. You will be happy taking on both operational and admin responsibilities. You will have exceptional demonstrable leadership skills, leading people to their fullest potential is your forte. You bring vision, direction, clear communication with you and you're not scared of addressing issues as they arise, managing fairly and reasonably.

Ideally you will have past experience or understanding of the operational side of a community facility and possess the following key competencies;

Key Competencies:

- Highly organized and pro-active.
- Have financial ability and be business savvy.
- To be able to demonstrate a high level of commercial acumen.
- Excellent communication skills & approachable manner.
- Ideally have previous experience managing a centre, facility or similar.
- Demonstrable experience in all areas of operational management.
- Friendly and positive attitude.
- Personal values and ethics align with those of The Orchard Church
- Professional and ethical.
- Strong Microsoft Office skills, particularly Excel.
- Excellent interpersonal skills, with the ability to communicate at all levels.
- Self-motivation, initiative, enthusiasm and a good time management.
- An excellent telephone manner with a pro-active selling approach.



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- Experience in managing projects to achieve organizational objectives.
- Sound problem solving skills.
- High level of flexibility to respond to situations as they arise.
- Experience managing customer facing delivery and reception functions.
- Project management experience.
- Must be able to engage, include, motivate and empower staff and volunteers to achieve productivity, quality and consistency in all they do.
- Ability to work effectively and positively in a team.
- The ability to write and maintain clear and concise policies and documents.
- A positive attitude and the ability to consistently deliver outstanding customer service.
- Most importantly, you will have a great work ethic, attitude and be a team player.

The perks:

- Flexible hours
- Supportive staff and community of people
- Family friendly
- Good remuneration
- Parking onsite

We are looking for the right person to fit in our team so if you tick the above boxes please apply by attaching your CV and a cover letter outlining your experience to vanessa@theorchard.net.nz
A full job description is available on request.

Please note that you will be required to complete a police check as part of the hiring process.