

Job Description: SPTC Director of Operations

Overall Description:

St Paul's Theological College Malaysia (SPTC), is a young, vibrant theological college in the centre of Kuala Lumpur. SPTC is dedicated to helping Christians explore their faith deeply, through combining academic excellence, a focus on missional leadership and the flexibility to fit around life. To help us continue to grow the college we are looking for an experienced director of Operations to join our dynamic team.

An ideal candidate will have proven management experience along with strong organizational, communication, and leadership skills. They will enjoy developing solutions and creating robust strategies.

Objectives of the role:

The Director of Operations oversees the college's daily activities, they are responsible for managing SPTC resources, developing and implementing operational plans and ensuring that procedures are carried out in line with Hub policies and Asian Theological Association (ATA) regulations. Additionally, the Director of Operations regularly evaluates organizational efficiency, recommends solutions, develops budgetary plans and works with the senior management team to grow the college.

Specific Duties:

Financial Oversight

- Strategic oversight of SPTC budget including long-term planning, pre-emptive financial forecasting
- Provide strategic oversight on financial sustainability for the college
- Lead for development and implementation of long-term donor engagement strategy
- Accountable to SPTC Board of Directors and HTBB Church
- Oversight of approval of claims and invoices
- Authorizer of bank transfer approvals
- Oversee student donations, instalment plans and overdue payments
- Oversee all other college finances including scholarships and fundraising

HR & Governance Oversight

- Regular reporting to Hub HR, SPTC Board
- Sit on the board for Hub entity leads meetings
- Oversight of SPTC staff agreements, benefits, salaries, and increments
- Oversight of SPTC staff hiring and exit processes
- Oversight of SPTC communications for Hub policies

- Oversight of college standards to ensure it is in line with ATA expectations

Senior & External Stakeholder Management & Engagement

- Hold and manage the reporting relationship with SPTC Board of Directors
- Hold and manage the reporting relationship with HTBB, Diocese of West Malaysia, and St Mellitus College, London.
- Oversight of strategy for engagement with donors and student sponsors
- Oversight of church engagement strategy
- Build and maintain relationships with the ATA

Line manager for Student Support / Admin Team

- Oversee weekly college operations and workflow of Admin, Ops and Student Services staff team
- Provide direction, 1-1 pastoral care and practical support to the Admin and Ops team
- Provide strategic oversight for college events and expansion initiative
- Manage staff development and supervise trainings
- Oversee marketing and communications strategy
- Be involved in the life of the College on a Thursday (the main contact day), involved with the life of the students, building relationships, leading a formation group and praying for the students

Academic Team Support

- Oversee student records including student enrolments, academic records, finances
- Manage the accreditation process with the ATA for new program offerings and the SPTC reaccreditation process
- Assist in discernment interviews for new students
- Assist in year level administration
- Any other administrative task to allow the smooth running of the college

Skills and Qualifications:

	Essential	Preferred
Bachelor's degree in business administration or related field		✓
3+ years Leadership role in the appropriate field	✓	
knowledge of multiple operational functions and principles, including finance, customer service, production, and employee management		✓
Proven ability to plan and manage operational process	✓	
Ability to problem solve, propose solutions and implement new structures	✓	
Experience with budget and business plan development		✓

Superior negotiation skills in both internal and external settings	✓	
Masterful organizational, communication, and leadership skills, demonstrated by previous professional success	✓	
A mature, prayerful Christian, at home in the Anglican and Charismatic tradition of HTBB, committed to generous orthodoxy, and church unity	✓	

Applications

If you are interested in this post, please email your resume and expected salary to asiapacificcareers@alpha.org indicating your interest in this role at St Paul's Theological College Malaysia.