



W O V E N

## HEAD OF OPERATIONS

*Woven Church*

We are Woven ... We are a church of churches based in Nottingham. We are Woven together to pursue our vision of 'contending for revival'. We do this by living out our values of being 'Fuelled by God, Walking with God and Sharing God's way.' Our Churches are vibrant and growing and they are embedded in some of the most deprived parishes in Nottingham with diverse cultural backgrounds and many languages. We are passionate about our communities and contending for Revival in our City. Woven is eight churches Woven Together under a Joint Church Council to operate as one Church with 8 local church expression. The Operations Director role is a strategic role to enable the Operations to run effectively over what is a large and complex church structure. At Woven we see the role of the Operations team as vital to releasing mission across our City.

Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is foundational to our working culture.

### JOB PROFILE

Title:	Head of Operations
Contract:	Fixed Term until the end of 2030
Reports to:	Vicar & Team Leader of Woven (Rich Atkinson)
Location:	Office base at Woven St Margaret's with leadership Woven Wide.
Basis of employment:	Full time – 40 hours per week
DBS check required? (Yes/No)	Yes (Basic only)
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	11 <sup>th</sup> June 2025

### PURPOSE OF ROLE

To strategically lead Woven's operational structures to support and release our mission, vision and flourishing, through the oversight and development of systems and processes. This will mean developing operational functionality across the churches with the Operations team, key volunteers and clergy in the areas of Finance, Compliance, Systems and Safeguarding, Comms, HR, Office & Facilities management and oversight of Events management. An integral part of this role is the ability to build and work collaboratively within team, recruiting,

enabling and releasing both staff and volunteers to thrive and grow into their full potential, through structures and systems to support them.

## MAIN RESPONSIBILITIES

### Financial Management

- Oversee budgeting, financial planning, and year-end accounts processes
- Work together with key volunteers, wardens, treasurers to create with robust finance systems (budgets, tracking of budgets, budget holder tracking and accountability etc) across sites.
- Working with the strategy team to enforce the financial budgets and regulations approved by the PCC's.
- Working with the treasurers and other key volunteers to ensure the effective processing of giving and claiming of gift aid.
- Work with the treasurers to ensure the financial management software we are using is effective.

### Human Resources (HR)

- Working with key volunteers and the administrative staff to ensure all HR and payroll systems are in place and functioning correctly.
- Ensure finances for payroll are correctly invoiced from the diocese of Southwell and Nottingham.
- Ensure our pensions systems are maintained and new staff added.
- Ensure the onboarding of new staff, including contracts if completed.
- Run the recruitment processes for new staff appointments
- Create a staff handbook.

### Compliance, Systems and Safeguarding

- Working with the Operations team and the PCCs to ensure we are up to date and compliant with all policies, risk assessments, GDPR etc.
- Working with the safeguarding officers, youth and children's departments, key volunteers and the leadership team to ensure that the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection including using administrative staff time where necessary to support PSO's.
- Work to create effective systems which enable the effective operation of the church within which both staff and volunteers can operate.
- Ensuring the PCC complete the correct reports to Charities Commission.
- Work with Clergy, staff and Operations team to enable the efficient use of Planning Center across churches.
- Work with the Operations Team on systems which enable effective administrative systems to work across all the Churches.

### Communications

- Oversee the development of a Communications strategy, working with the Operations, clergy and staff teams, that works to and enables the vision and strategy of Woven.
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### Office & Facilities Management

- Oversee the church office and manage and maintain its positive culture to ensure the smooth day-to-day running of the various ministries
- Work with church site teams (staff & volunteers) to manage the repairs, maintenance, cleanliness and security of the church building and grounds leading and growing a team of volunteers to do so where appropriate

- Oversee the Operations team in the coordination of suppliers, contractors, and service providers as needed
- Work with Clergy, staff and Operations team to enable the efficient use of Planning Center across churches.
- Provide support / oversight to local leadership teams around building works enabling join up with Jubilee House colleagues including the Church Building Support Officer and Diocesan Advisory Committee (DAC) Secretary.

### Events Management

- Oversee and develop the Woven wide calendar of events and activities including annual planning and holding overall diary. Also encourage, equip and hold accountable all local churches to use these the diary planning effectively.
- Oversee the Operations team to support the effective running of all Woven-wide events including Woven Together, Focus, and Woven Wide Christmas and Easter events.

### Leadership teams at Woven

- Be the key operations voice in all tiers of the leadership team.
- Be a key leader as part of the Woven Strategy team.
- Work closely with the Vicar of Woven as a key leader helping to move Woven forwards towards its vision and working within its values.

This list is not exhaustive, and the role will acquire other responsibilities as necessary

### ROLE DIMENSIONS

Budget management (where relevant)	Strategic oversight of whole budget with the vicar. Advise strategy team and PCC's on financial decisions.
People management	Line management of Operations Team Staff Line management of volunteers
Key relationships – internal	Vicar Associates / church Leaders JCC & PCC's
Key relationships – external	Other churches and leadership teams in the mission area Diocesan Colleagues at Jubilee House

### PERSON SPECIFICATION

	Essential	Desirable
<b>Personal Characteristics</b>	<p>Passionate and vibrant personal Christian faith which inspires people in their walk with God.</p> <p>Commitment to the vision, mission and culture of Woven Church</p> <p>An ability and desire to embody our Woven Staff Values</p>	

	<p>Polite, confident, servant hearted with a 'can do' attitude.</p> <p>Passion</p>	
<b>Competencies and Skills</b>	<p>Proven experience in operations, administration and facilities management in a medium to large organisation eg in a church, nonprofit or corporate setting</p> <p>Strong financial acumen, including budgeting and payroll experience</p> <p>Understanding of compliance requirements (Health &amp; Safety, Safeguarding etc)</p> <p>Experience in HR processes, including recruitment and performance management</p> <p>Excellent organisational and multitasking skills, with strong attention to detail</p> <p>Strong leadership and team management abilities</p> <p>Effective communicator, both written and verbal</p> <p>Problem-solving mindset and ability to work under pressure</p> <p>Ability to work as part of a team, able to support and bring out the best in colleagues.</p> <p>Self-motivated</p> <p>Strategic thinker</p> <p>Good interpersonal skills</p> <p>High level of confidentiality</p> <p>Project management skills</p> <p>Competent user of Microsoft office products (word, excel etc).</p>	
<b>Qualification and Experience</b>	<p>Budget management experience</p> <p>Ability to manage a team of people.</p>	<p>Ability to use Planning Center</p> <p>Relevant qualification</p>

	Experience of leading / developing others including volunteers.	
<b>Knowledge and Understanding</b>	Knowledge, understanding and passion for the local church and the unique ways it operates within local community and	<p>Understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the Faculty process</p> <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.</p>
<b>Special Requirements</b>	<p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.</p> <p>It is expected that the Operations Lead would be a committed member of one of the Woven congregations. This wouldn't be part of working hours but is important for the being fully engaged in the vision and mission of the church for which this role serves.</p>	

#### TERMS OF EMPLOYMENT

Work pattern	<p>Standard working hours are 40 hours per week.</p> <p>Whilst the role is Monday to Friday, the role holder will need to be available to work key dates such as Woven Together.</p> <p>The role holder may be needed to be available to work at a selection of key events which could include Annual Parochial Church meetings, JCC &amp; PCC meetings etc as and when required.</p> <p>Flexible working essential according to the needs of the role and responsibilities.</p>
Salary	The salary range for this role is £38,000 – 42,000 depending on experience. Plus 3% pension on qualifying earnings.
Holiday	33 days holiday per annum including bank holidays
Probation	6 months