



St Paul's
Carlton

Operations Manager
Job Profile

Job Profile

Title: Operations Manager

Contract: Fixed term for 6 months with the possibility to extend to 2030

Reports to: Priest in Charge

Location: St Paul's Carlton

Basis of employment: Full time – 35 hours per week

DBS check required? (Yes/No): Yes

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: July 2025

Key Objective

With the support of the staff team and the wider Table family of churches, we are looking for someone to strategically direct and operationally enable the redevelopment of St Paul's Church, Carlton serving the communities of Carlton and Colwick.

The Operations Manager will work closely with the Church leaders to support and enable the vision and specifically lead in practically enabling the delivery of the vision of the church through the strategic development and operational implementation of buildings, systems and processes which equip worship and release mission.

This will include overseeing areas of buildings development and project management, the coordination of services and events, and strategically directing in areas of funding/finance, HR/teams management and policy administration. A crucial part of the role is team building, enabling both staff and volunteers to flourish by creating systems and support structures in order that they can be released to their full potential.

Context

St Paul's is located in the heart of Carlton town centre and is home to a committed, though ageing, congregation who are deeply invested in outreach, prayer, every-member ministry, and serving the wider community. As we look to the future, we are entering a new season with a vision to revitalise the church, in order to reach the people of Carlton and Colwick with the love of Jesus.

Our focus in this season centres around three key priorities: *Next Generations*, *Worship and Prayer*, and *Hospitality*. We are passionate about growing younger as a church by developing excellent children and youth ministries - both on Sundays and throughout the week. We are also committed to refreshing our worship life, creating space for younger generations to encounter the transforming presence of God.

This will include significant investment in the building to make it more welcoming and accommodating to multi-generation use.

Hospitality remains at the heart of who we are. We believe that as we extend the dinner table of this church, creating spaces where people feel known, loved, and welcomed - lives will be transformed by the presence of Jesus shared through genuine community.

Key Areas of Responsibility

Operational:

- To strategically direct the operational installation of a new worshipping community in St Paul's alongside the existing congregation.
- To lead on the development plan for use of facilities with other staff members, stakeholders and community partners.
- To oversee the ongoing management of St Paul's, in conjunction with other team members.
- To work with the church on any necessary faculty applications and planning permission.
- To create/refresh and monitor policies and procedures to cover all aspects of administration, finance and budgeting, Health & Safety compliance, risk assessments, fire safety, insurance, data protection and HR.
- To work with the safeguarding officer, youth & children's workers and the leaders to ensure that the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection.
- To manage the church diary in terms of internal and external bookings.
- To set up, implement and manage the use of Churchsuite across the whole church.

Co-ordination of Services & Events:

- To ensure all relevant preparations are done for Sunday services.
- To ensure that relevant measures of attendance and growth are being kept, and that all necessary reporting is taking place in a timely manner.
- To work with other team members to ensure that ChurchSuite is being used effectively.
- To organise and oversee the annual diary of church events, services and planning, that will enable staff and church members to prepare and deliver them to a high standard.
- To assist with internal events.
- To assist with external bookings (weddings, funerals).

HR:

- To manage induction of new staff, oversee the payroll processes, monitor and keep records of staff holiday, absence from work etc.
- To ensure all contracts and job descriptions are kept up to date for existing staff and are issued to new staff.

Funding/Finance:

- To work with the leaders, treasurer, and key volunteers to provide support to preaching and teaching programmes including sacrificial giving. Helping to support financial generosity as part of whole life discipleship and maintain parish share trajectory.

- To work alongside clergy, treasurers and finance teams to create robust financial systems and processes (including budgeting and accountability) and to explore ways of encouraging generosity to grow giving and enable financial viability longer term.
- To ensure a robust and realistic budget is in place, and that members of the staff team are staying within agreed budgets.
- Together with the leaders and treasurer, to ensure that the annual budget process runs effectively and efficiently, and that staff are ready to play their part in it.
- To work together with the treasurer to ensure that all HR and payroll systems work properly.
- To assist in searching for and applying to potential funders for central funds and across ministry areas.
- Working with the treasurer and other key volunteers to ensure the effective processing of giving and claiming gift aid.
- To work with the treasurer to ensure the financial management software we are using is effective.
- Working with the independent examiner/auditors and accountant to complete and upload to the Charities Commission the annual accounts.

Office Administration & Housekeeping/Facilities (all to be held alongside Church wardens & wider staff team):

- Office management - to ensure that the office environment is an effective and efficient one, in which people are able to flourish and grow.
- Connectivity (WiFi etc)
- Office/phone cover
- Monitoring and ordering of stationary
- Ensuring appropriate equipment in place and working
- Management of Google domain/accounts
- Point person for any maintenance issues
- Management of general cleaners
- Purchase of supplies for cleaners, hospitality and stationary.
- Manage utilities (gas, electricity, water).
- Management of fire equipment/servicing.
- Setting of heating.
- Oversight of external grounds.

Role Dimensions

Budget management (where relevant): Strategic oversight of the entire budget with the leaders.

People management: Management of the relevant key volunteers

Key relationships – internal:

- Leaders
- PCC

Key relationships – external:

- Table Network
- Other churches and leadership teams in the mission area
- Diocesan Colleagues at Jubilee House

Person Specification

	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> • Passionate and vibrant personal Christian faith which inspires people in their walk with God. • Considerate yet confident in approach and able to deal well with change and conflict. • Servant hearted with an ability to connect with a wide variety of people. • Prepared to take risks in mission, make mistakes and learn from them 	
Competencies and Skills	<ul style="list-style-type: none"> • Excellent organisational skills and project management skills. • Excellent communication skills both written and oral. • Ability to work as part of a team, to support and bring out the best in colleagues. • Self-motivated, strategic thinker, with a flexible approach. • Good interpersonal skills. • High attention to detail. High level of confidentiality. • Competent user of Microsoft office products (Word, Excel etc). 	<ul style="list-style-type: none"> • Ability to use Churchsuite software or similar tools • Ability to use OneDrive
Qualification and Experience	<ul style="list-style-type: none"> • Educated to A level standard or equivalent level of work experience. • Budget management experience • Ability to manage a team of people. • Experience of leading / developing others including volunteers. 	<ul style="list-style-type: none"> • Practical experience in finance and working with finance systems. • Relevant qualification.
Knowledge and Understanding	<ul style="list-style-type: none"> • Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding. 	<ul style="list-style-type: none"> • Experience of working within a church • An understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the faculty process. • Some previous experience of Trinity, or another church within the HTB network.
Special Requirements	<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>	

Terms of Employment

Work pattern:

- Standard working hours are 35 hours per week.
- Core working hours for this role are **Mondays, Wednesdays and Sunday mornings**.
The remainder of the 35 hours can be worked flexibly between Monday to Friday.

The role holder will need to be flexible to work on certain key dates within the church calendar, including:

- Sunday services
- PCC meetings
- Christmas & Easter services
- AGMs
- Weekends away & summer festivals

Where additional hours are required for such events, these can be reclaimed as TOIL.

Statement of faith:

St Paul's, Carlton is an Anglican Christian church. All applicants for this role should be in full agreement with our Christian faith, faith statements, and values, and be able to live and work in accordance with them. One area of the interview will therefore explore your active personal commitment to the Christian faith. Applicants from other non-Anglican Christian denomination backgrounds are very welcome. It is expected that staff members will be active members of St Paul's Carlton.

Salary:

The salary range for this role is £33, 615 - £36,679, starting at £33, 615. Plus, up to 6% pension.

Holiday:

25 days per annum plus 8 bank holidays.

Probation:

6 months

