

OPERATIONS TEAM LEADER CLUSTER 2

JOB PROFILE	
Title:	Operations Team Leader
Contract:	Fixed term till end of 2030
Reports to:	Lead Mission Enabler (LME)
Location:	Tuxford
Basis of employment:	Full time – 35 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 Christian, and a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	15 September 2025

PURPOSE OF ROLE
<p>To operationalise and contribute to the vision for mission and ministry across Cluster 2 and to be a point of contact for churches within the Cluster and the Diocese. To plan and deliver operational functionality within the Cluster in the areas of finance, buildings and venues, organisation, policies, HR and hospitality. To develop and deliver an effective communication strategy across Cluster 2. A crucial part of the role is team building, enabling both staff and volunteers to flourish, including creating systems and support structures that ensure they can be released to their full potential.</p>

MAIN RESPONSIBILITIES
<p>Mission & Ministry Development</p> <ul style="list-style-type: none"> • To work closely with the LME, Mission Associates, Worship Leader, and Children, Youth & Families Team Leader to help deliver on the vision for the Cluster and release missional potential. • To provide operational support for Mission Associates, and other key leaders across the Cluster, giving particular support to the creation of new ministry areas and missional ventures. • To act as the Lead Recruiter across the cluster working alongside local Lead Recruiters and Parish Safeguarding Officers to ensure all team members and volunteers are safely recruited and supported in their roles, and good processes are in place to ensure ongoing compliance. • To coordinate and attend key events for the Cluster – including regular Core Team meetings, Ministry Area gatherings, and Cluster-wide events. • To work with key volunteers and admin staff to enable effective communications systems both internally and externally. • To identify others across the Cluster with an operational/administrative gifting and equip them to find ways to serve and get involved.

Compliance & Processes

- To work with LME and Mission Associates to develop and maintain effective administrative systems and processes across the Cluster.
- To support parishes/benefices across the Cluster by helping to ensure compliance with all policies, risk assessments, GDPR etc.
- To support churchwardens, parish administrators, and PCC secretaries in their roles and to oversee the return of all necessary reports to the diocese and (where needed) Charity Commission.
- To support the Lead Mission Enabler and Mission Associates in the recruitment and onboarding of new staff/team members.
- To create a staff handbook.
- To support the LME with the Growing Disciples Plan and be involved in the termly review process.

Finances

- To work with LME and Mission Associates 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 local clergy, treasurers and finance teams to create robust financial systems and processes (including budgeting and accountability) and to explore ways of encouraging generosity in order to grow giving and enable financial viability longer term.

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 LME and treasurer(s). Advise trustees, PCC and MAs on financial decisions.
People management	Line management of administrative staff across the cluster. Line management of other key volunteers.
Key relationships – internal	Lead Mission Enabler. Mission Associates and staff team. Other key leaders and church officers across the Cluster. Other churches and leadership teams in Cluster 2. Diocesan colleagues at Jubilee House including Programme Management Office (PMO). Finance Team and Discipleship & Ministry.
Key relationships – external	Local organisations

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<p>Passionate and vibrant personal Christian faith which inspires people in their walk with God.</p> <p>Polite, confident and servant hearted.</p> <p>Prepared to take risks, to try new things and to learn from experience.</p>	
Competencies and Skills	<p>Excellent organisational skills and project management skills.</p> <p>Excellent communication skills both written and oral.</p> <p>Ability to work as part of a team, to support and bring out the best in colleagues.</p> <p>Self-motivated, strategic thinker, with a flexible approach.</p> <p>Good interpersonal skills.</p> <p>High attention to detail. High level of confidentiality.</p> <p>Competent user of Microsoft office products (Word, Excel etc).</p>	<p>Ability to use OneDrive</p>
Qualification and Experience	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Budget management experience</p> <p>Ability to manage a team of people.</p> <p>Experience of leading / developing others including volunteers.</p>	<p>Practical experience in finance and working with finance systems.</p> <p>Relevant qualification.</p>
Knowledge and Understanding	<p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.</p>	<p>An understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the faculty process</p>
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	<p>Standard working hours are 35 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 weekends away.</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, PCC meetings etc. as and when required.</p> <p>Flexible working essential according to the needs of the role and responsibilities.</p>
Salary	<p>The salary range for this role is £33, 615 - £36,679, starting at £33, 615.</p> <p>Plus, up to 10% pension.</p>
Holiday	<p>25 days holiday per annum plus 8 bank holidays.</p>
Probation	<p>6 months.</p>