

Join Our Mission: **Operations Coordinator Wanted**

Sneinton/St Nic's Partnership – Empowering Church Growth in Nottingham

About the Role

Are you passionate about ensuring the smooth running of church operations? Do you have a heart for mission? The Sneinton/St Nic's Partnership is seeking a dynamic Operations Coordinator to establish systems and processes that release and support mission to revitalise two Sneinton parishes. This is a pivotal role that blends operational activities with team building, enabling staff and volunteers to flourish.

Key Responsibilities

- Build and manage systems that support ministry and mission
- Lead financial planning and reporting across two sites
- Ensure compliance and best practice in safeguarding, HR, and data
- Coordinate events and streamline communications
- Support building projects and liaise with external stakeholders

What we're looking for

- A committed Christian and servant-hearted leader
- An organised planner with excellent interpersonal skills
- A confident team player who thrives in complexity
- Experience in finance, HR, and project management activities
- Understanding of Church of England governance and faculty processes

What You'll Get:

- £32,422 salary + pension
- 25 days holiday + bank holidays
- Access to experienced support staff and a collaborative leadership culture.
- The chance to participate in the revitalisation of Sneinton

[Click here to view the **job description**](#)

[Click here to download the **application form**](#)

Closing date Friday, 19th December

Interviews: week commencing 5th January

Enabled by generous Funding from the national church.