

OPERATIONS COORDINATOR

Sneinton Partnership

JOB PROFILE	
Title:	Operations Coordinator
Contract:	Fixed term to the end of 2030
Reports to:	Lead Mission Enabler
Employed by:	PCC of St Nicholas Church, Nottingham
Location:	Sneinton
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	20 November 2025

PURPOSE OF ROLE
To be the operational lead for the revitalisation of the two Sneinton parishes (St Christopher's and St Stephen's). By establishing relevant systems and processes they will support and release the mission to Sneinton. This will mean developing operational functionality across these two churches in areas such as Finance, Buildings, Policies and HR. A crucial part of the role is team building, enabling both staff and volunteers at St Christopher's and St Stephen's to flourish by creating systems and support structures in order that they can be released to their full potential. The Operations Coordinator will be employed by St Nic's PCC and will report to Rev. Steve Silvester as the Lead Mission Enabler, who will offer support in prioritising complex demands on the Operations Coordinator's time. Alongside St Christopher's and St Stephen's, the Sneinton Operations Coordinator will have access to resources at St Nic's (as a church within the partnership) to draw upon as appropriate, including the experience of the Operations Manager, Communications & Social Media Lead and Administrator, and as such will be part of a broader team in fulfilling their operational responsibilities in relation to the Sneinton parishes. There will also be an element of PA work to support Steve in his role as the Lead Mission Enabler.

MAIN RESPONSIBILITIES
Policies & Systems - Ensuring we are up to date and compliant with all relevant policies, risk assessments, GDPR etc. - Setting up of efficient systems for diary management, church bookings, communication, financial management, care of buildings, organisation of volunteers, and covering occasional offices

- Working with the safeguarding officers, youth and children's departments, key volunteers and the leadership team to ensure that the organisations are fully compliant in safeguarding, health and safety, accessibility, insurance and data protection.
- Work to create effective systems which enable the effective operation of the churches within which both staff and volunteers can operate.
- Supporting the PCCs in completing the correct reports and annual review documents
- Work with Lead Mission Enabler to embed the use of ChurchSuite for effective collaboration and efficient communication.
- Work with colleagues to identify church members who struggle to access ChurchSuite and seek alternative ways of communicating with them.

Data Management

- Responsibility for overall management of the church database (ChurchSuite)
- Ensure records are kept up to date and relevant GDPR legislation adhered to
- Encourage use of ChurchSuite amongst members
- Ensure the church calendar is kept up to date and published via ChurchSuite
- Develop and offer a relevant training programme for leaders and church members to ensure ChurchSuite is used to maximum advantage
- Ensure all weekly and occasional rotas are completed via ChurchSuite
- Support Parish Safeguarding Officers (PSO) and safeguarding teams to store safeguarding materials in a secure way.

HR

- Working with key volunteers and the administration staff to ensure all HR and payroll systems are in place and functioning correctly.
- Ensure accurate and timely reconciliation of payroll-related invoices and finances with the Diocese of Southwell and Nottingham.
- Ensure pensions systems are maintained and new staff added, where staff are employed directly by St Stephens or St Christophers.
- Ensure the onboarding of new staff, including completion of contracts.
- Create a staff handbook.

Finance

- Work together with key volunteers, church wardens, treasurers to create robust finance systems (budgets, tracking of budgets, budget holder tracking and accountability etc) across the two Sneinton sites.
- Ensuring the two Sneinton PCCs are provided with up-to-date management accounts on a regular basis to enable informed financial decisions to be made.
- Connecting with and encouraging treasurers and finance committees
- Working with the Diocesan strategy team to apply the financial budgets and regulations approved by the PCCs.
- Working with the treasurers and other key volunteers to ensure the effective processing of giving and claiming of gift aid.
- Lead on the researching of possible external funding sources and the completion of grant funding applications.
- Work with the treasurers to ensure the financial management software we are using is effective.
- Working with the independent examiners to complete the annual accounts and upload to Charities Commission.
- Undertaking banking activities as required.

Buildings

- Provide support / oversight to local leadership teams around building works, liaising with Diocesan colleagues including the Church Building Support Officer and Diocesan Advisory Committee (DAC) Secretary.
- Liaise with the Church Architect over the 5 yearly inspection
- Liaise with all building users (internal & external) over bookings
- Invoice/recharge users as necessary
- Monitor insurance requirements and update as necessary
- Keep records of key holders
- Manage cleaning of buildings and ensure required inspections are carried out in a timely manner

Events Management

- Coordinate events as required, including risk assessments
- Ensure relevant publicity in place
- Ensure proper budget and pricing structure in place for 'paid for' events
- Manage the booking process
- Ensure adequate resources/personnel in place to run the event

Health and Safety

- Responsibility, with the Church Wardens and incumbent, for all aspects of health & safety
- Ensure relevant staff/volunteers have undertaken appropriate training
- Ensure weekly/monthly/annual checks are carried out and proper records are kept detailing these
- Ensure risk assessments are in place as necessary

Line Management

- Assume line management responsibility for cleaning and caretaking staff.
- With a member of the church Standing Committee, undertake annual reviews of the above.
- Implement any recommendations etc. from the above.

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

ROLE DIMENSIONS

Budget management (where relevant)	Oversight of the Sneinton Churches' budgets with the Lead Mission Enabler. Advise the Diocesan senior strategy team and PCCs on financial decisions.
People management	Management of volunteers at the Sneinton churches. Line management of Office staff where appropriate. Oversight of workers engaged to deliver duties e.g. maintenance/cleaning.
Key relationships – internal	Lead Mission Enabler Staff Team and volunteers at the Sneinton churches PCCs of the Sneinton churches Operational colleagues at St Nic's
Key relationships – external	Other churches and leadership teams in the mission area Diocesan colleagues at Jubilee House (the Diocesan Office in Southwell)

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	Passionate and vibrant personal Christian faith which inspires people in their walk with God. Polite, confident and servant hearted. Prepared to take appropriate risks and in mission, make mistakes and learn from them.	
Competencies and Skills	Excellent organisational skills Excellent communication skills both written and oral Ability to work as part of a team, able to support and bring out the best in colleagues. Self-motivated Flexible attitude Good interpersonal skills High attention to detail High level of confidentiality Project management skills Competent user of Microsoft office products (word, excel etc).	Ability to use Google Suite, ChurchSuite App.
Qualification and Experience	Educated to A level standard or equivalent level of work experience. Budget management experience Experience of leading / developing others including volunteers.	Practical experience in finance and working with finance systems. Relevant qualification
Knowledge and Understanding	Understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the Faculty process Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.	

Special Requirements	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.	
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TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week. Although the working pattern is mainly Monday to Friday, the role holder will need to work flexibly, being available on key dates such as weekend events, Annual Parochial Church meetings, PCC meetings, etc. as and when required. Whilst being a parishioner of one of the Sneinton churches is not an occupational requirement, it would nonetheless be helpful, in such circumstances, to be present on occasion at services in the Sneinton churches, including on Sundays, in order to monitor the effectiveness of operations and to build relationships, being available for conversations with colleagues and parishioners.
Salary	The salary for this role is £32,422, reviewed annually. Additionally, an employer's contribution of 10% of salary will be paid into the Church Workers' Pension Fund.
Work Location	This role will involve working flexibly at locations across all three churches in the partnership (St Christopher's, St Stephen's and St Nic's) in order to fulfil the duties of the role and to engage with relevant colleagues and stakeholders. Hybrid working i.e. with an element of working from home may be possible in agreement with the lead mission enabler.
Holiday	25 days holiday per annum plus 8 bank holidays
Probation	6 months