

OPERATIONS MANAGER – Rural Cluster 3

JOB PROFILE

Title:	Operations Manager – Rural Cluster 3
Contract:	Fixed term to the end of 2030
Reports to:	Lead Mission Enabler
Location:	Based in Farnsfield, active across Cluster
Basis of employment:	Full time – 35 hours per week
DBS check required? (Yes/No)	Yes (Enhanced with Barring)
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	4 th December 2025

PURPOSE OF ROLE

To strategically lead the operational development of systems and processes which support and release the missional potential of our Cluster and its ministry teams. This will mean working closely with the Lead Mission Enabler and other key staff and volunteers to help initiate new ministries and oversee operational functionality in the areas of Communication, Organisation, Finance, Buildings, Policies and HR, creating effective systems and structures, and helping us to establish and maintain effective rhythms and routines. The person we are looking for to take on this role will be a passionate follower of Jesus who is highly organised and motivated, considerate and proactive in their approach, and who will thrive in an active work environment as part of a dynamic team.

MAIN RESPONSIBILITIES

Mission & Ministry Development

- To work closely with the Lead Mission Enabler to help deliver on the vision for Cluster 3 and release its missional potential.
- To provide operational support for Mission Associates, Ministry Staff and other key leaders across the Cluster, giving particular attention to the initiation of new ministry areas and missional ventures. This will include supporting and working with children, young people and vulnerable adults as the ministry and mission of the church is developed
- To coordinate and attend key events for the Cluster – including regular Core Team meetings, Ministry Area gatherings, and Cluster wide events.
- To act as the Lead Recruiter across the cluster working alongside local Deputy 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 support and oversee (where necessary) building developments and projects by coordinating site meetings, progressing faculty applications, and exploring grant funding.
- To work with key volunteers and admin staff to enable effective communications across the cluster and establish an effective communications strategy 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.

OPERATIONS MANAGER – Rural Cluster 3

Compliance & Processes

- To work with the Lead Mission Enabler to develop and maintain effective administrative systems and processes across the Cluster.
- To support parishes/benefices across our Cluster by helping to ensure compliance with all policies, risk assessments, GDPR etc.
- To support Church Wardens, Parish Administrators, and PCC secretaries in their roles (where necessary) and to oversee the return of reports to the diocese and (where needed) Charity Commission.
- To support churches and PCCs in mission and ministry with activities and services including children, young people and vulnerable adults.
- 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 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 for the Cluster).
- To explore ways of encouraging generosity 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	Oversight (alongside LME) of overall cluster budget and ministry spends.
Ministry and Missional Support	To maintain with the Lead Mission Enabler strategic oversight of the cluster vision and support/lead on key areas of implementation.
People Management	Line management of administrative staff across the cluster. Line management of other key volunteers and ministry leaders.
Key Relationships – Internal	Lead Mission Enabler Mission Associates and Staff Team Other Key Leaders and Church Officers across the Cluster
Key Relationships – External	Operations Managers from the other Rural Clusters Diocesan Colleagues at Jubilee House including Programme Management Office (PMO), Finance Team and Discipleship & Ministry Team.

OPERATIONS MANAGER – Rural Cluster 3

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	<p>Passionate follower of Jesus, with a desire to see the local church flourish and grow.</p> <p>Considerate yet confident in approach and able to deal well with change/conflict.</p> <p>Servant hearted and with an ability to connect with a wide variety of people.</p> <p>Prepared to take risks in mission, and to make mistakes and learn from them.</p> <p>Punctual, reliable and trustworthy.</p> <p>Proactive and motivated with a deep desire to see God's kingdom flourish and grow.</p>	
Competencies and Skills	<p>Strategic thinker</p> <p>Project management skills or experience</p> <p>Excellent communication skills both in written and oral form</p> <p>Ability to work as part of a team, contributing and supporting others and able to bring out the best in colleagues</p> <p>Able to take direction at times as well as work independently with high levels of trust and appropriate accountability.</p> <p>Self-motivated and proactive with a can-do attitude</p> <p>Excellent organisational skills</p> <p>High attention to detail</p> <p>High levels of confidentiality</p> <p>Competent user of Microsoft office products (word, excel etc).</p>	Ability to use Church Suite software or similar
Qualification and Experience	<p>Educated to A level standard or equivalent level of work experience</p> <p>Budget management experience or willingness to learn</p>	Practical experience in finance and working with finance systems

OPERATIONS MANAGER – Rural Cluster 3

	<p>Ability to manage a team of people effectively</p> <p>Experience of leading/developing others in their giftings/vocation (including volunteers)</p>	<p>Relevant qualification</p> <p>Direct line management experience</p>
Knowledge and Understanding	<p>Understanding of the wider mission of the church, the local cluster vision and discipleship pathways.</p> <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and/or a willingness to develop a thorough working knowledge of safeguarding</p> <p>Understanding of Safer Recruitment and/or a willingness to develop a thorough working knowledge</p>	<p>Understanding and knowledge of the Church of England's structures and processes including aspects such as governance (PCCs) and faculties.</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 Cluster/PCC meetings, away day 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>