

OPERATIONS MANAGER

Kirkby-in-Ashfield

JOB PROFILE	
Title:	Operations Manager
Contract:	Fixed term to the end of 2030
Reports to:	Priest in Charge
Location:	St. Thomas Church, Kirkby-in-Ashfield
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	10/12/2025

PURPOSE OF ROLE
<p>To strategically lead the operational development of systems and processes which support and release the mission of St Thomas' and St Wilfrid's church. This will mean developing operational functionality across the churches in the areas of policies and systems, HR, finance and buildings. 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.</p>

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • Policies & Systems <ul style="list-style-type: none"> - Ensuring up to date and compliance with all policies, risk assessments, GDPR etc. - Working with the Parish safeguarding officers, youth and children's departments, key volunteers and the leadership team to ensure that the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection. - 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 - Work to create effective systems which enable the effective operation of the church within which both staff and volunteers can operate. - Ensuring the PCC completes the correct reports to Charities Commission. - Work with key volunteers and admin staff to enable effective communications systems that work on all levels. - Work with Priest-in-charge to enable the efficient use of church suite across sites.

- Work with Priest-in-charge on systems which enable effective administrative systems to work across the benefice.

• HR

- Working with key volunteers and the administration staff to ensure all HR and payroll systems are in place and functioning correctly.
- Ensure finances for payroll are correctly invoiced from the diocese of Southwell and Nottingham.
- Ensure our pensions systems are maintained as new staff are added.
- Ensure the onboarding of new staff, including contracts if completed.
- Create a staff handbook.
- Manage the safer recruiting procedures for all volunteers

• Finance

- To work with Priest in Charge and leadership team 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 to grow giving and enable financial viability longer term.
- To work together with key volunteers, wardens, treasures to create robust finance systems (budgets, tracking of budgets, budget holder tracking and accountability etc) across sites.
- Responsible for reporting monthly into Priest-in-charge/treasurer for financial decisions to be made against budgets.
- Connecting with and encouraging treasurers and finance committees and working closely with the treasurers
- Working with the strategy team to enforce the financial budgets and regulations approved by the PCCs.
- Working with the treasures and other key volunteers to ensure the effective processing of giving and claiming of gift aid.
- Work with staff and volunteers to encourage the research 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 independent examiners/auditors and accountants to complete and upload to Charities Commission the annual accounts.

• Buildings

- Provide support / oversight to local leadership teams around building works enabling join up with Jubilee House colleagues including the Church Building Support Officer and Diocesan Advisory Committee (DAC) Secretary.

• Mission & Ministry Development

- To work closely with the vicar to help deliver on the vision for Kirkby and release its missional potential.
- To provide operational support for the vicar, Ministry Staff and other key leaders at St Thomas' and St Wilfrid's, 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.

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

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 and in mission, make mistakes and learn from them.</p>	
Competencies and Skills	<p>Excellent organisational skills</p> <p>Excellent communication skills both written and oral</p> <p>Ability to work as part of a team, able to support and bring out the best in colleagues.</p> <p>Self-motivated</p> <p>Strategic thinker</p> <p>Flexible attitude</p> <p>Good interpersonal skills</p> <p>High attention to detail High level of confidentiality</p> <p>Project management skills</p> <p>Competent user of Microsoft office products (word, excel etc.)</p>	<p>Ability to use Google Suite, Church App.</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>Understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the Faculty process</p> <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.</p>	
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.	

ROLE DIMENSIONS

Budget management (where relevant)	Strategic oversight of whole budget with the Priest-in-charge/treasurer. Advise senior strategy team and PCC's on financial decisions.
People management	<p>Line management of office staff</p> <p>Line management of volunteers</p>
Key relationships – internal	<p>Priest-in-charge</p> <p>Church Wardens</p> <p>PCC</p>
Key relationships – external	<p>Other churches and leadership teams in the mission area</p> <p>Diocesan Colleagues at Jubilee House</p>

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week, typically Monday to Thursday, with a half day on Friday and a half day on Sunday. The role holder must be available for key dates including occasional weekends away and attend important events such as Annual Parochial Church meetings, regular PCC meetings. Flexibility is essential to accommodate the needs of the role with some scope for variation in specific days worked.
Salary	The salary range for this role is £30-35,000 depending on experience. Plus, up to 6% pension.
Holiday	25 days holiday per annum plus 8 bank holidays
Probation	6 months