

OPERATIONS MANAGER

St Ann with Emmanuel Church, St Anns, Nottingham

JOB PROFILE	
Title:	Operations Manager
Contract:	Fixed term 2 years (with possibility to extend to end of 2030 subject to funding)
Reports to:	Vicar
Location:	St Ann with Emmanuel Church (some work may be done at home)
Basis of employment:	Part time – 15 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	February 2026
This post is made possible by the generous funding of the national Church of England	

PURPOSE OF ROLE
To turn our vision into action by managing our resources effectively: to help organise operational structures, to support the PCC vision and release ministry and mission - through review, oversight and development of systems and processes. This will mean working with PCC, clergy and key volunteers. An integral part of this role is the ability to work collaboratively with others, enabling and releasing both staff and volunteers to thrive and grow into their full potential, through structures and systems which support them – so the ministry and mission of the church are enhanced.

MAIN RESPONSIBILITIES
<p><u>Facilities & Office Management</u></p> <ul style="list-style-type: none">- Diary Coordination of church events and Sunday services- Ensure everything is prepared for Sunday services, including Easy Worship- Monthly rota is prepared in advance, working with Vicar in use of volunteers- Oversee the church office and purchase all resources needed- Work with wardens and volunteers to manage the repairs, maintenance, cleanliness and security of the church building and grounds, including management of one-off projects and unforeseen operational challenges.- Organising workdays and ensuring work is done satisfactorily and on time.- Oversee the coordination of suppliers, contractors, and service providers as needed- Help organise and plan events, thinking about diary and other local events.- Deal with people wishing to rent our building, ensuring suitability, appropriate forms filled in and seen, and payments made. <p><u>Human Resources (HR)</u></p> <ul style="list-style-type: none">- Working with treasurer and finance team to ensure all HR, payroll systems, and pension contributions are in place and functioning correctly.

- Working with PCC to ensure we are up to date and compliant with all policies, risk assessments, GDPR etc.
- Working with the safeguarding officer, youth and children’s workers, key volunteers and the PCC to ensure that the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection.
- Work to create effective systems which enable the effective operation of the church within which both staff and volunteers can operate.

Financial Management

- Helping to support financial generosity as part of whole life discipleship and maintain parish share trajectory.
- To work alongside vicar, treasurer and finance team to explore ways of encouraging generosity to grow giving and enable financial viability longer term.
- Have an overview of budgeting, financial planning, and year-end accounts processes in conjunction with Treasurer & finance team
- Work together with finance team, wardens & treasurer to create robust finance systems (creating budgets, tracking of budgets, and accountability etc)
- Working with the treasurer and other key volunteers to ensure the effective processing of giving and claiming of gift aid.
- Work with the treasurer & Finance Group to ensure the financial management systems/software we are using are effective.
- Working with Vicar and PCC members to explore and help seek Grant Funding for the Church, including making our building safe and as environmentally positive, and accessible as possible.

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	A committed follower of Jesus with a desire to “receive God’s love & share it with others” Enthusiastic and full of initiative with a ‘can do’ spirit Adaptable and resourceful Willing to lead and to be led Discreet and diplomatic Trustworthy, loyal and reliable High degree of confidentiality Able to keep calm under pressure Personally secure and resilient Polite, confident and servant hearted.	Active member of this church (At least 2 Sunday mornings a month would be expected)
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 Strategic thinker Flexible attitude Good interpersonal skills	

	<p>High attention to detail High level of confidentiality Project management skills</p> <p>Competent user of Microsoft office products (word, excel etc).</p>	
Qualification and Experience	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Some budget management experience</p> <p>Experience of working with and developing others</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, or willingness to learn.</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	<p>Hardworking: 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 15 hours per week. Usual hours would be Tuesday-Thursday mornings, and at least 2 Sunday mornings a month, but the role holder will need to be available at a selection of key events which could include Annual Parochial Church meetings, PCC meetings etc as and when required. Flexible working essential according to the needs of the role and responsibilities.</p>
Salary	<p>The salary range for this role is £30,000-34,000 FTE depending on experience. Plus, up to 8% pension.</p>
Holiday	<p>25 days holiday per annum plus bank holidays pro rata</p>
Probation	<p>6 months</p>