

ST MARK'S CHURCH.

Hearts on Fire. Hope Alive

OPERATIONS MANAGER

07 JAN 2026

OUR STORY & CONTEXT

In December 2025, under new leadership, St Mark's entered a season of renewal and revitalisation in partnership with the Diocese of Southwell and Nottingham. Our vision is to see Hearts on Fire and Hope Alive. We long to see lives transformed by the presence of God, a church alive in worship and discipleship, and hope brought into every corner of North Nottingham. As God brings renewal, we are rebuilding the operational foundations that allow ministry to flourish. This next stage requires strong systems, clear processes, healthy administration, and effective communication.

Woodthorpe is a varied and dynamic parish – majority residential, multi-generational, with strong schools, a large number of families, and a growing demographic longing for community, purpose, and spiritual depth. As we grow, we are restoring ministries that introduce people to Jesus and draw them into worshipping life. To help us grow well and sustainably, we are seeking an Operations Manager who can bring clarity, structure, and organisational excellence to the life of St Mark's.

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| JOB TITLE | OPERATIONS MANAGER |
| RESPONSABLE TO | VICAR |
| LOCATION | ST MARK'S WOODTHORPE (NOTTINGHAM) |
| WORKING HOURS | 3 DAYS 20 HRS/WEEK WITH FLEXIBILITY DEPENDING ON CANDIDATE |
| DATE UPDATED | 7 JAN 2026 |

OUR VALUES. OUR PRIORITIES.

At St Mark's, we hold three core values that shape both our culture and our priorities in ministry:

ENCOUNTER

We believe lives are transformed through genuine encounter with the presence of God. Worship, prayer, and openness to the Holy Spirit are central to who we are. We seek to create spaces where people can slow down, meet with God, and be renewed by His love and power.

FORMATION

We believe following Jesus is about becoming the kind of people He is forming us to be. Discipleship, for us, is a lifelong journey of learning to live like Jesus – shaped by Scripture, grounded in spiritual practices, formed in community, and worked out in the everyday rhythms of life. We long to see lives changed from the inside out.

MISSION

We believe the church exists for the sake of the world and is invited into God's work of renewing all things. Mission flows naturally from encounter and formation: as people meet Jesus and learn His way of life, they are sent to live out the good news. We seek to invite others into this life – sharing hope in word and action, and joining God in His work of making all things new.

THE ROLE

We are looking for someone who brings organisational clarity, confident administrative leadership, good systems thinking, relational warmth, strong communication, attention to detail and the ability to coordinate people and projects.

This role is about making sure ministry can flourish – ensuring the operations, structures, and systems of St Mark's keep pace with our growing vision. You will work closely with the Vicar, ministry leaders, and volunteers, ensuring the church runs smoothly week-by-week while also supporting longer-term strategic developments.

KEY RESPONSABILITIES

OPERATIONAL LEADERSHIP

- Coordinate the operational life of St Mark's, ensuring clarity, efficiency, and smooth day-to-day running.
- Implement and maintain systems, processes, and policies that support growth.
- Oversee ChurchSuite, ensuring effective use of rotas, database, communications, and event management.
- Support Sunday operations – welcome, setup, teams, and volunteer coordination.

ADMINISTRATION & GOVERNANCE

- Provide administrative support for the Vicar and ministry leaders.
- Manage compliance processes including GDPR, risk assessments, and safeguarding administration.
- Support the Treasurer with financial administration.

COMMUNICATIONS OVERSIGHT

- Oversee internal and external communications (newsletter, email, ChurchSuite messages, website, social media).
- Ensure clarity, tone, and brand consistency.
- Support the Vicar in shaping communication rhythms that engage the whole church.
- Prepare Sunday announcements and coordinate with ministry leaders for clear messaging.

FACILITIES & RESOURCE MANAGEMENT

- Oversee practical running of the church building and church centre.
- Liaise with contractors, suppliers, and trades as needed.
- Support planning and delivery of forthcoming refurbishment projects.
- Manage room bookings, storage organisation, and equipment inventories.

VOLUNTEER COORDINATION

- Support ministry leads by managing rotas, scheduling, and communication.
- Equip volunteers to use ChurchSuite confidently.
- Help ensure teams feel encouraged, prepared, and supported.

LEADERSHIP & COLLABORATION

- Work closely with the Vicar to embed operational strategy and culture.
- Serve as an anchor of stability, clarity, and support for the staff team.
- Participate in staff meetings, prayer rhythms, and vision development.

PERSON SPECIFICATION

ESSENTIAL

- A committed Christian who values the mission of St Mark's.
- Highly organised, detail-focused, and reliable.
- Strong administrative, communication, and coordination skills.
- Confident with digital tools, including ChurchSuite, SquareSpace, Microsoft 365 and QuickBooks.
- Able to manage multiple tasks with calm and clarity.
- Approachable and able to work well with staff, volunteers, and contractors.
- Able to take initiative and work independently.
- Understanding of safeguarding and willingness to uphold best practice.
- Willingness to work Sundays and some evenings.
- Comfortable working in a changing and revitalising environment.

DESIRABLE

- Experience in church operations, administration, or charity management.
- Experience overseeing communications or digital media.
- Understanding of Church of England governance and structures.
- Experience managing buildings or coordinating refurbishment projects.
- Project management experience.

SAFEGUARDING & CULTURE

- DBS required.
- Commitment to safe ministry and safeguarding training.
- Working in line with Church of England safeguarding policies.
- Commitment to the culture and values of St Mark's.
- There is an occupational requirement for the post-holder to be a practising Christian.

TERMS & CONDITIONS

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| SALARY | £15,000 - £17,000 PER YEAR DEPENDING ON EXPERIENCE |
| HOURS | 20 HRS/WEEK (FLEXIBLE) |
| CONTRACT | TWO-YEAR FIXED TERM WITH POTENTIAL EXTENSION TO 2030 |
| HOLIDAY | 25 DAYS PER YEAR (PRO RATA) PLUS BANK HOLIDAYS |
| PROBATION | 6 MONTHS |
| PENSION | UP TO 6% EMPLOYER CONTRIBUTION |

HOW TO APPLY

PLEASE SUBMIT

- YOUR CV
- CONTACT DETAILS FOR TWO REFEREES

TO DANIEL@STMARKSONLINE.CO.UK

APPLICATION DEADLINE 13 APRIL 2026

INTERVIEWS 14 APRIL 2026

**We would love to
hear your story
and explore
whether God is
calling you to help
build the
foundations for
vibrant,
sustainable
ministry at St
Mark's.**