

# **+** Operations Manager

## **All Hallows, Gedling**

## **Holy Trinity, Lambley**



Christ for you. Christ for the Community. Christ for the World.

### **+ Operations Manager at All Hallows, Gedling and Holy Trinity, Lambley**

All Hallows in Gedling and Holy Trinity in Lambley are seeking an organised, warm, and motivated Operations Manager. The Operations Manager will ensure that the practical, operational and administrative life of the churches including facilities, communications, and events run smoothly so that clergy, ministry leaders, and volunteers can focus on serving people and sharing the Gospel. The Operations Manager will be comfortable working independently, communicating with a wide range of people, and handling both practical tasks and strategic oversight.

<b>Job Profile</b>	<b>Details</b>
Title:	Operations Manager
Contract:	Fixed term 2 years (with possibility to extend to end of 2030, subject to funding)
Reports to:	The Rector
Location	All Hallows Church, Gedling and Holy Trinity Church, Lambley with work-from-home options available, to be negotiated
Basis of Employment	Part-time, 14 hours per week, 0.4 FTE
DBS Check Required (yes/no):	Yes, enhanced
Special Condition 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 Updated	2 June 2026

# Key Responsibilities

## + Operational Leadership

- Alongside the Rector and core leadership, to develop, implement, and provide strategic direction in line with the vision and mission of All Hallows and Holy Trinity for all church operations, administration, and ad hoc projects
- Establish and manage systems and processes for the effective running of both churches and their offices including the ChurchSuite database
- Develop, recruit, and coordinate volunteers to assist with operational tasks

## + Bookings Management and Facilities

- Work with Rector, Ministers, PCC, and key volunteers to manage all bookings including regular church worship and programs, occasional offices including weddings and funerals, and outside hires including concerts, school assemblies, etc.
- Manage church diary using bookings system (ChurchSuite)
- Manage and process all administration for building hires including raising invoices, communicating policies and procedures, and collecting forms.
- Flag/coordinate maintenance issues with PCC and Building Committee
- Work with the Rector, PCC, and Building Committee to coordinate building projects, request faculties and permits, etc.
- Coordinate with hirers and volunteers for venue set-up/tear-down

## + Communication and Publication

- Work with Rector and leadership to develop an effective communications strategy that engages both those connected with the churches and the wider community
- Prepare, print and upload weekly Pew Leaflets
- Prepare and print bulletins, as needed
- Update social media pages
- Maintain and update website
- Assist in the creation of flyers, posters, and adverts for services and other events
- Send out invitations and publicity materials for services and other events

## + Administration

- To continually develop effective, efficient, and flexible administrative processes, and robust and appropriate structures for leadership, management, and governance
- Respond to enquiries by phone and email
- Purchase consumables and keep track of stock
- Maintain ChurchSuite database
- Maintain files, electronic and physical
- Complete annual Diocesan returns as required
- Work with Rector, ministers, and volunteers to prepare and maintain rotas
- Manage office equipment and coordinate servicing/repairs

- Manage user access/security and backups

## + Finance

- Partner with Rector, Wardens, and Treasurer in overseeing and managing insurance, budget setting and forecasting, cash flow, and preparation and submission of accounts
- Work in partnership with Rector, Wardens, Treasurer, and PCC in identifying, preparing, and submitting applications for grant funding

## + Occasional Offices and Memorial Garden

- Respond to enquiries for baptisms, weddings, funerals, and burial in Memorial Garden
- Issue and follow up invoices
- Liaise between relevant parties, including organist, vergers, and ministers
- Maintain registers and licenses and print certificates in conjunction with the Rector

## + Safeguarding, Health, and Safety

- Coordinate with the Parish Safeguarding Officers, clergy, ministers, volunteers, and health and safety volunteers to ensure compliance with legislation and safe practices
- Work with Parish Safeguarding Officers, clergy, ministers, and volunteers to develop and maintain a set of Risk Assessments for ongoing Church Activities
- Ensure all safeguarding policies and procedures are adhered to in all working practices.
- Maintain safeguarding standards in line with Church of England guidance.
- Coordinate with clergy, staff, and key volunteers to maintain accurate registers, permission forms, and incident records

## + Church Leadership Participation

- Attend leadership meetings and worship planning meetings, as specified by Rector
- Support APCM and other key church events

## Person Specification

### + Personal Characteristics

**It is essential that the role holder:**

- has a mature faith in God as Father, Son and Holy Spirit
- is passionate about church operations

### + Personal Skills and Abilities

**It is essential that the role holder:**

- has a demonstrable track record of successful strategic and operational leadership

- has excellent teamwork and team-building skills, and is able to manage, motivate, and encourage others
- has excellent organisational skills and time management
- is self-motivated
- has outstanding communication and interpersonal skills, both written and verbal, including an excellent level of English spelling, punctuation, and grammar
- has the ability to teach, train and develop leaders and volunteers in the Operations Team
- has excellent attention to detail and high production values
- is able to manage an organisational budget
- is flexible, with a can-do attitude
- understands the importance of confidentiality, and is trustworthy and reliable, with a good self-awareness
- has enthusiasm, energy, commitment, and a sense of humour

## **+ Knowledge, Qualifications, and Experience**

### **It is essential that the role holder:**

- has church/charity operations management experience (paid or voluntary)
- has IT skills, and experience in and/or the ability to learn to use Microsoft Office, Google Workspace, and ChurchSuite
- is familiar with UK General Data Protection Regulations (GDPR) and its applications in church settings
- has excellent financial management skills, including the ability to produce and manage budgets and cash flow, apply for grant funding and Gift Aid, manage payroll and expenses, and submit reports and returns
- is able to efficiently manage room bookings, hires, and relevant invoices
- has a thorough and up-to-date understanding of statutory child protection and safeguarding requirements, health and safety legislation, and other legal aspects of operations
- holds a bachelors degree (or higher level qualification), ideally in a field related to the role

### **It is desirable that the role holder:**

- is capable of understanding and creating legal documents, including those related to employment and premises leases, for example
- has familiarity with website management
- has familiarity with Canva and/or other graphic design platforms
- has a good understanding of premises and facilities development

Terms and Conditions	
Salary	£32,500 pro rata
Holiday	Pro rata for 25 days holiday per annum plus bank holidays
Probation	6 months
Pension	Up to a 8% employer contribution
Training and Education	Funds provided for training such as GDPR, wedding licenses, website development, etc.
Work Pattern	Negotiable

## + How to Apply

Please Submit your CV and Application Form:

[revallhallowsgedling@gmail.com](mailto:revallhallowsgedling@gmail.com)

Application Deadline: Sunday 19 July 2026 at 11:59 PM

Interviews: Tuesday 28 July

If you would like an informal conversation about the role before applying please email Tasha Morton at [revallhallowsgedling@gmail.com](mailto:revallhallowsgedling@gmail.com).