Operations Manager – Job Description

Part Time 32 hrs a week

Salary £32,000 (based on a 32-hr working week)

Reporting to the **Senior Leader**
(and the Chair of Trustees for the Company Secretary element of the role)

ATTENDANCE

Working days and times are To Be Confirmed – likely 4 full days or 3 full days and 2 half days. We are also willing to consider full time or less than 4 days for the right candidate. Flexibility is also required to business needs, including evening work, such as attending Trustee meetings, occasional Leadership Team meetings, etc.

PURPOSE

- Take responsibility for delivering the operational function of the church.
- Build and line manage an efficient and effective operations team, including our church administrator, finance assistant and maintenance officer as well as volunteers as necessary.
- Work with the leadership team to ensure the administrative support provided is suitable for enabling the church's programmes and ministries to achieve their objectives and enabling our whole church family to achieve their vision every day, every where
- Lead on each of the following areas: Finance, HR, Facilities, Legal, IT, Health & safety, Compliance, Safeguarding
- Manage the effective operation of the 3CV Board of Directors (Trustees)

RESPONSIBILITIES

1) Operational development

- Take responsibility for delivering the operations function of the church.
- Build and line manage an efficient and effective operations team, including our church administrator, finance assistant and maintenance officer as well as volunteers as necessary.
- Lead and deliver discrete projects to improve our operational delivery.
- Work with the leadership team to evaluate the operations support provided (at minimum annually) to ensure support that we are delivering our vision and operating effectively within the call God has given 3CV.

2) **Buildings, safety and compliance**
   - Along with designated staff and volunteers, help to develop and maintain a safe working environment in line with our legal responsibility with regards to buildings, safeguarding, Health & Safety, data protection and equipment allowing people inside and outside our church family to be assured of best practices.
   - Manage data and systems in order to do this in a way that reduces administration for all (particularly those outside the operations team) while maximising our impact in these areas.
   - Oversee training and development within these areas.
   - Keep up to date with any legislative changes that will affect the running of the church.
   - Manage our properties – currently Hammer (owned) and the Locality office (leased), working closely with our maintenance officer to make sure these are fit for purpose.

3) **Stewardship, Finance and Governance**
   - Help 3CV to become a church of generosity where our resources increasingly have Kingdom impact on the communities around us.
   - Work with staff, ministry leaders and trustees to propose, manage and approve budgets so we steward our resources well.
   - Lead the team in the recording and reporting of finances in the church in a compliant, open and transparent manner.
   - Work with the Treasurer and Trustees to oversee the financial direction of 3CV.
   - Manage the gift aid process and the creation of year end accounts and annual reports.
   - Manage the effective operation of the 3CV Board of Directors (Trustees), operating as Company Secretary and providing reports / information as required by the Trustees.

4) **IT development, systems and processes**
   - Define, implement, develop and manage IT systems across 3CV to enable the effective and efficient operation of church functions, including our finance system (Xero), our church management system (ChurchSuite) and various other systems (currently Microsoft, Google and others), including our social media channels.
   - Work with staff & key volunteers to ensure systems and processes (e.g. check in at Kidzone) are fit for purpose.

5) **HR and Payroll**
   - Help with the search, selection, induction and management of new staff members as needed alongside the current staff team.
   - Oversee the issuing of contracts, voluntary agreements and job descriptions to all staff and to operations volunteers.
   - Conduct staff performance reviews for staff in the line management structure.
   - Collate staff performance reviews at least annually, supporting a performance review culture for paid staff and volunteers.
   - Ensure salaries are paid and oversee the administration of all staff leave.
   - Ensure compliance with all relevant HR legislation working within best practice guidelines.

COMPETENCIES

- Capability and experience in a wide range of administrative activities.
- Capability and experience in some if not all - Finance, HR, Facilities, Legal, IT, Compliance and safeguarding.
- Excellent organisational and communication skills.
- Competent working with IT systems.
- The ability to work under pressure.
- Strong attention to detail.
- Ability to prioritise.

PERSON SPECIFICATION

- Self-motivated, flexible and adaptable.
- Strong listening and communication skills.
- A warm, friendly and welcoming personality
- Understands confidentiality and professionalism.
- Open to training and learning new skills.
- A team player.
- Shows patience and grace in difficult situations.

OTHER

Willing to become an integral part of the 3 Counties Vineyard church family and is in sympathy with and committed to the church, its ethos and vision.

There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.

Right to work in the UK is required for any application to be considered.

CLOSING DATE FOR APPLICATIONS

To apply, please send your CV and covering letter as soon as possible (latest by end of day on Monday 19th October 2026) to Dave Wright (dave@3countiesvineyard.church) and Marie Brown (marie@3countiesvineyard.church).

15 September 2026