

Job Description: Operations Manager

Job Title	Operations Manager
Salary (annual rate)	£30,000
Hours	Full time 37.5 per week
Annual Leave	5.6 weeks (FTE) per full year worked, Bank Holidays (pro-rated)
Status of role (permanent, fixed term etc)	Fixed Term for 2 years (possible of extension subject to funding) 6-month probation
Location	St Nicholas, Newport (on site)
Reporting to	Vicar
Working alongside	PCC, ministry and operations staff, church members, Diocesan staff members.
Date of issue	1 st January 2026

Background to the Post

In 2025 St Nicholas Newport launched a partnership with the Diocese of Lincoln to revitalise the parish, grow their church family and support the mission of the church. This partnership brings with it financial investment from the national 'Strategic Development Fund' and is initially in place for a period of 2 years.

In November 2025 the church welcomed a new Vicar who had trained specifically as a planting curate as part of the programme. Through the project the PCC are looking to employ two full time members of staff: a Children and Families worker and an Operations Manager.

The successful candidate will be joining St Nicholas as we begin the journey of growth and revitalisation, with an emphasis on opening our doors to new audiences, and becoming the heart of our community.

Overall Purpose of Post

The overall purpose of this post is:

- To ensure the safe, effective and efficient running of the church and its resources.
- To release ministerial and pastoral staff and volunteers for church growth
- To provide oversight for compliance and manage any operational staff
- To assist the Vicar and PCC in producing a strategic plan in the implementation of the church's vision and mission.

	Responsibilities & Accountabilities	Nature and Scope of Role
1	Administration	<p>1.1 To line manage the Operations Team, including two Administrators & volunteer members, and be responsible for staff development and the development of the team.</p> <p>1.2 To manage the Church Office to ensure that the working environment and working practices are efficient, flexible and fully reflect the mission and values of St Nicholas.</p> <p>1.3 To liaise with the Administrators and ensure they have all they need for the continuation of their roles and responsibilities.</p> <p>1.4 To implement, manage and maintain the church databases and ensure compliance with Data Protection and GDPR legislation.</p> <p>1.5 In Liaison with the parish administrators and the Vicar, to manage the scheduling, planning and resourcing of major church festivals.</p> <p>1.6 To source and oversee the completion of grant applications.</p>
2	Communications	<p>2.1 To have responsibility for church-wide communications, both internal and external.</p> <p>2.2 To ensure that the website is regularly reviewed and updated, as required.</p> <p>2.3 To manage St Nicholas' profiles and activity on social media.</p> <p>2.4 To respond to enquiries and requests from the Diocese, local community and external organisations, as required.</p> <p>2.5 To manage and oversee communication with members of the church family in matters relating to news and weekly notices in a timely manner, supporting the administrators.</p>
3	Estate	<p>3.1 To liaise with the architect, contractors, and the Diocesan surveyor, as required, in relation to work within the church estate.</p> <p>3.2 To oversee and coordinate work relating to the church estate; for example, submitting Church of England planning applications and seeking estimates/quotes for work and utilities.</p>
4	Governance	<p>4.1 To be responsible for HR matters, including the management of employment contracts for both the Ministry and Operations Teams and ensure correct documentation and legal compliance.</p> <p>4.2 To oversee, review and amend policies and procedures as needed, taking these to PCC for approval as required. Including but not limited to: Health and Safety Policy, Staff Handbook, Risk Assessments.</p> <p>4.3 To be the Health and Safety Officer, ensuring that systems and correct documentation are in place and that any action required in relation to the Health and Safety matters are completed in a robust and timely manner.</p> <p>4.4 To liaise with the Vicar, PCC Secretary and Treasurer to produce documentation for PCC as required.</p>

		<p>4.5 To attend and advise at PCC and standing committee meetings as required.</p> <p>4.6 To assist the PCC secretary in the planning, preparation and documentation for the Annual Parish Meeting and the Annual Church Meeting (APCM).</p>
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Generic Responsibilities

7	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
8	Adhere to the PCC's data privacy and other GDPR policies
9	To undertake as requested other duties as may reasonably be expected

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Confidential and trustworthy, respectful, considerate and patient. • A care for detail and accountability. • Interested, invested and supportive. • Approachable, friendly and helpful with good interpersonal skills. • A lifelong learner with self-awareness & positive outlook 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
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