

**Well
City
Church**

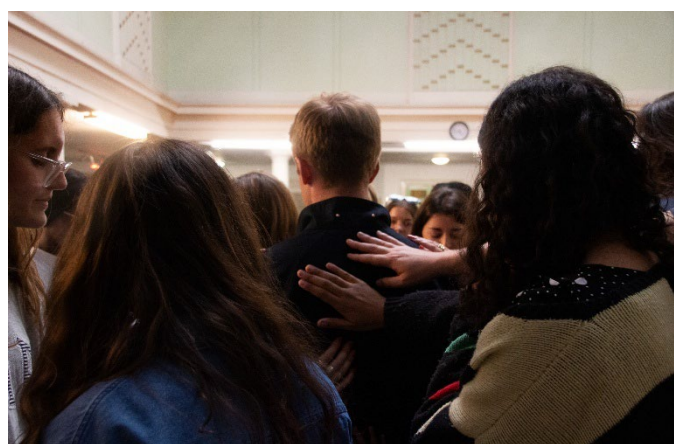
KXC SOUTH LONDON



The Diocese of
Southwark

Job information pack

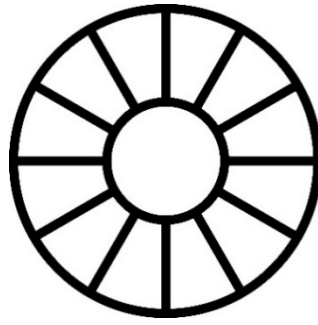
Operations Manager - Well City Church



Closing Date: 1 December 2025

Interviews: w/c 8 December 2025

**Christ
Centred**
**Outward
Focused**



**Well
City
Church**
KXC SOUTH LONDON

November 2025

Dear Applicant

My name is Lois Tackie-Oblie and I am the Lead Pastor at Well City Church. I am so pleased that you are interested in joining our team!

This role truly presents an exciting opportunity for the right person to play a vital part in the faith filled adventure of church planting! In terms of the background of the role, we launched Well City Church in September 2024 with a distinctive call from the Lord and a very simple vision to be a Well of Worship, a Well of Life and a Well of Overflow for the sake of the City. In practice this vision is to become a group of people who truly become a Well of Life: carriers of the living water of Jesus anywhere and everywhere. This vision of being carriers of the living water feels especially relevant given the spiritual openness that we see in the current cultural moment around us. The harvest really is plentiful and so we are echoing the prayer of Jesus: send your workers and make us ready for the harvest that is around us.

During its first year, I led the church with a small team and have been supported by Pete and Bee Hughes and the wonderful team at King's Cross Church (KXC). As we enter our second year, Well City Church will be transitioning from being under the central leadership at KXC to establishing its own local leadership. This is therefore a crucial moment where we are seeking individuals to form this leadership team by playing specific roles. However, more importantly, we are looking for individuals who have the calling, passion and character to build the right foundations to enable this new faith community in Stockwell to be established and thrive. We are therefore prayerfully seeking passionate disciples of Jesus who will help disciple this young and vibrant community in order that we might become this Well of Life.

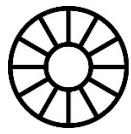
You can find about more details about our church community on our website:

<https://www.wellcity.church/> or if you have a question about joining our team please contact me at lois@wellcity.church

If you are drawn to be a part of this journey in Stockwell, please keep reading to find out more about the roles we have available (Operations Manager and Worship Pastor) and I look forward to hearing from you!

Yours faithfully,

Lois Tackie-Oblie



Well City Church



The Diocese of
Southwark

Operations Manager

Hours: 35 hours per week (including occasional evenings and Sundays)
Salary: £37,400
Employer: The Diocese of Southwark
Contract: Fixed Term until end August 2029
Location: Well City Church is based at St Michael's Stockwell
Reporting to: Leader of Well City Church (day to day reporting) and Priest in Charge
Key Relationships: Staff and Volunteer Team, Volunteers, KXC including Operations team and Diocesan Team (including Dean of Revitalisation and Strategic Development Team)

WELL CITY CHURCH

Well City Church launched September 2024 as a South London plant from Kings Cross Church (KXC), with the vision to be a Well of Worship, a Well of Life and a Well of Overflow for the sake of the city. The church is led by Lois Tackie-Oblie, supported by Pete and Bee Hughes and the KXC team.

ABOUT THE ROLE

This is an exciting opportunity for a person with the passion, enthusiasm and gifting to play a pivotal role in creating and establishing the rhythms and systems that will sustain and facilitate the growing life within this church plant. This role will require the unique gift set of both pioneering new ideas but also the ability to translate ideas into action.

In collaboration with the Leader of Well City Church, the Operations Manager will take responsibility for the overall development and management of operations for Well City Church in collaboration with the leader. The role will be vital to supporting the strategic planning of the church in its early stage of development with scope for creative input in terms of ministries, culture, space and structures. The job description below includes responsibilities that the role will mature into as Well City Church becomes its own legal entity, which is expected within the next year.

RESPONSIBILITIES

Operations

- Contribute to strategic conversations concerning the life of the church as it continues to develop.
- Provide human resource management of Well City Staff team.
- Develop, implement and oversee systems and policies to ensure the smooth running of Well City Church.
- Coordinate with St Michael's church wardens to ensure that the church venue is set up and maintained for Sunday services and mid-week activities. This includes signage, hospitality, storage and raising any maintenance requests.

- Identify other venues that may be needed from time-to-time and overseeing relationships with relevant parties.
- Ensure IT and operational systems support the efficient running of the office including ChurchSuite and Google Suite.
- Ensure the organisation and storage of information (both electronic and hardcopy) is in accordance with the church's policy and responsibilities under the Data Protection Act.
- Ensure the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection.

Finance

- In conjunction with the Treasurer, financial oversight of the accounts, including budget management, and payroll.
- Work with the external finance manager to oversee bookkeeping and reporting, ensuring that income and expenditure remain within agreed parameters and ensuring efficient management of resources.

Governance

- Follow up on the establishment of Well City Church as a CIO and ensure its smooth functioning.
- Arrange regular meetings of the Trustee Board and standing committee, preparing agendas, papers and minutes.
- Report to the Charities Commission and Diocese of London on behalf of Trustee Board

Events Management

- Organise the church diary in line with the priorities and upcoming events.
- Oversee regular and one-off events of the church including socials, newcomers, team nights, weekends away.

Volunteer teams

- Help identify, recruit, train, develop, and encourage volunteers, initially including Sunday host, hospitality and setup/set down teams.
- Oversee and administer all DBS checks for volunteers in line with the Safeguarding policy.

Branding and Communications

- Develop a branding and communications strategy, drawing in expertise as necessary, to clearly communicate the vision and life of the Church. Note that this will be supported by the KXC Communications Manager and develop within this role over time.
- Set up, update and bring life to church social media accounts and website.
- Create a regular newsletter to keep the church up-to-date.

Other

- To attend weekly staff meetings and occasional retreats, conferences etc.
- Embed the culture and values of Well City Church in every aspect of the role.

ABOUT YOU

You will be someone who is committed to discipleship to Jesus in all aspects of your life, with a passion for Jesus that motivates your attitude towards your work. As part of our church community, Well City Church will support you as you pursue spiritual and emotional growth, in the power of the Holy Spirit in your life and also have a desire to see that same growth and transformation in the Church.

You will be someone who is excited about bringing your operational skills to Well City Church and you will enjoy establishing systems and processes, and be ready to adapt as the church grows and changes. To enable this, you will be willing and able to learn new skills, develop existing ones.

| Essential | Desirable |
|---|---|
| Experience and qualifications | |
| Strategic thinker. | Practical experience of working in a church context. |
| Self-starter able to work on own initiative, to identify problems and find solutions quickly. | Experience in communications and social media. |
| Commitment to and experience in safeguarding and managing risk. | HR administration or management experience. |
| Budget Management | Understanding of and experience with sound and visuals systems |
| Skills/Aptitudes | |
| Excellent organisational and administrative skills with great attention to detail. | Awareness of health and safety and environmental health requirements. |
| Ability to prioritise under pressure with competing demands and meet deadlines. | |
| Project management skills. | |
| Excellent communication skills both written and oral. | |
| Great with people, a team player with an ability to delegate to get the job done. | |
| Computer literate with skills in using Microsoft Office and Google Suite packages. | |

Team Values you will also embody the following values:

Courage - Throughout the scriptures, we see God calling people do things that seem way beyond their capabilities for his Kingdom purposes. Very often, God accompanies his call with an invitation to be strong and courageous. We would love to build a team that is ready to meet the beautiful challenge of church planting with courage and actively seek to put courage in others so they can do the same.

Commitment to Connection - The image of the church being a body is a powerful one as when we consider this, we see that a body is the amazing living organism that functions as one, with lots of separate parts, working together. As a team we would want to view each other as image bearers of God, with a unique contribution to make to His church and to move from being strangers to a spiritual body

that functions in the love that Jesus demonstrates to us.

Working with integrity and authenticity - Coming with an openness to operate with honesty and living out the reality of the gospel that we are not defined by our weakness, but in our weakness we are strong. We have a desire to honour God wholeheartedly in the private space as well as the public and be the kind of people who honour the trust that is given to us in positions of leadership.

Present in the trials and joys - Planting a church is a journey, knowing there will be highs and lows, we want to build a culture where we take seriously every opportunity we have to celebrate the joys and the moments we can clearly see God moving and equally be present in those moments where challenge are close.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate attends Well City Church.

We also expect that the successful candidate is an active member of Well City Church or is prepared to become so.

Safeguarding

Candidates will be required to complete an Enhanced Disclosure & Barring Service check as a requirement of a conditional job offer.

Right to Work

Only applicants with a Right To Work in the UK for the duration of the contract will be considered.



The Diocese of
Southwark

TERMS AND CONDITIONS

Operations Manager

fixed term until August 2029

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be St Michael Church, Stockwell Park Road, Stockwell, SW9 0DA

Salary

The post has a salary of £37,400 per annum.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, including occasional Sundays and evening work.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays.

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.