

Job Title: Operations Lead
Location: St. Mary's Church, Ambleside
Salary: £32-34k pa depending on experience,
plus 8% employers pension contribution
Job Type: Full-time, 37.5 hours per week, including Sunday morning,
with some evening work expected



Overview

St. Mary's Church, Ambleside, is seeking a strategic, highly organised, and mission-focused Operations Lead to oversee and develop the day-to-day operational life of the church. This role is central to enabling the ministry and mission of St. Mary's to flourish by ensuring the smooth, effective and sustainable running of its volunteers, systems, buildings and resources, particularly as part of a new congregational plant.

With a new Team Rector and a fresh vision, we are seeking to engage people of all ages across the Central Lakes. Our congregational plant, launched in late 2024, focuses on personal encounter with Jesus, community life, worship, and outreach. We work closely with the Ambleside Parish Centre, a hub for church and community engagement.

This is an exciting opportunity to be part of a new team, playing a key role in strategic decision-making and culture-setting. Alongside this role, we are appointing a Worship Leader and a Children and Families Minister. Together, we seek to resource and develop the church as we make Jesus known afresh to the community.

Located in the heart of the Lake District, St. Mary's offers stunning surroundings perfect for wild swimming, fell running, and climbing—a wonderful place to live, serve, and grow in faith.

This role has a genuine occupational requirement for the post-holder to be a practising Christian, in accordance with the Equality Act 2010, Schedule 9, Part 1.

Key Responsibilities

Operations & Administration

- Oversee day-to-day operations, ensuring the church functions efficiently to support its vision.
- Lead and manage the church's administrative, operational, and support functions.
- Look for ways to simplify our work and see if tools like ChurchSuite could help us work more efficiently.
- Ensure excellent governance, compliance, and safeguarding protocols in line with the PCC's policies, working closely with the Parish Safeguarding Officer to maintain a strong safeguarding culture and best practice and Safer Recruitment practices.
- Support the Rector with correspondence, email and diary planning, ensuring smooth day-to-day leadership operations.

HR & Volunteer Development

- High emphasis on envisioning and recruiting volunteers, providing ongoing support for church and community volunteers.
- Be a prayerful and visible part of the church community, fostering trust and communicating vision to develop teams and volunteers.
- Work with the Rector to manage and support church staff and volunteers, ensuring a positive and productive team culture.

- Ensure HR policies are maintained in accordance with best practice and legal requirements.

Finance & Stewardship

- Work with the Treasurer to ensure finances are maximised for mission.
- Support fundraising initiatives, leading stewardship campaigns and the implementation of the Parish Giving Scheme.

Buildings & Facilities

- Oversee the management, maintenance, and usage of all church buildings in Ambleside and Chapel Stile, Langdale.
- Work with the Church Warden to ensure faculty applications and ensure proper maintenance schedules are in place.
- Ensure all policies and procedures (e.g. Health & Safety, insurance, risk assessments, food hygiene, GDPR) are in place and adhered to.
- Work with external contractors and volunteers to keep the church buildings safe, welcoming, and fit for purpose.

Communications & Events

- Develop and implement a communications strategy to engage the congregation and the wider community.
- Oversee the church's website, social media, and digital presence, ensuring clear, consistent messaging.
- Support planning and logistics for outreach events, collaborating closely with the Ambleside Parish Centre.

Worship & Sunday Services

- Be actively involved in the prayer and worshipping life of the church, ensuring the smooth running of Sunday services.
- Coordinate logistics and support teams for worship gatherings and special services.
- Take the lead on a specific area of ministry, depending on your skill set and those of the team we are recruiting. For example this could be an alpha course, or a youth discipleship group.
- Develop a strategy for small groups, ensuring they are aligned with the church's vision and mission, equipping leaders and providing ongoing guidance.

Person Specification

Criteria	Essential	Desirable
A committed Christian faith aligning with St. Mary's vision	✓	
Experience in operational leadership within a church, charity, or business setting	✓	
Highly organised and strategic thinker with excellent attention to detail	✓	
Strong team leadership and management experience	✓	
Ability to develop and implement policies and procedures effectively	✓	

Experience in HR management, including recruitment and staff development	✓	
Highly self-motivated, a self-starter who gets things done	✓	
Resourceful and able to make creative use of available resources	✓	
Emotionally intelligent and aware of own strengths and limitations	✓	
Excellent interpersonal and communication skills	✓	
Experience in buildings and facilities management		✓
Competence with ChurchSuite and digital communications platforms		✓
Experience in fundraising and grant applications		✓

Supporting You

As a church and team, we are committed to supporting you by:

- Praying regularly with and for you and your work.
- Providing a supportive and collaborative staff team to work alongside.
- Encouraging spiritual growth, including regular time for prayer, retreat, and training.
- Exploring opportunities for further training and development, including funding.

Application Process

You can request an Application Form from hello@stmarysambleside.org.uk

Please submit an application form and a current CV by 29 June 2025. The provisional interview date is 22 July 2025.

For an informal conversation with the Team Rector, Rev Andy Smith please call 07584 684310.

Any offer of employment is subject to:

- Two references (one must be current employer)
- Health Check
- Right to work check
- Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)

Join Us!

This is a pivotal role in enabling the mission and ministry of St. Mary's Ambleside. If you are strategic, organised, and passionate about equipping a growing church, we would love to hear from you!