

Operations Manager

Knowle Parish Church is seeking a candidate for a part-time role

- To work 30 hours a week in the Parish Office.
- Managed by and accountable to the Vicar
- Preferred start date: July 2026
- Salary range: £30,400 – £34,400 p.a. for 30 hours a week, dependent on experience [Full-time equivalent (37.5 hours) £38,000 – £43,000]
- Pension contributions, 150 hours annual leave (25 Days full-time equivalent) plus bank holidays

To apply, use the application form on the KPC website (www.kpc.org.uk)

The completed form, with an accompanying email – indicating why you are applying for the job – should be emailed to helen.allen@kpc.org.uk with ‘Job Application’ in the subject line.

About KPC

Knowle Parish Church (KPC) is a large, vibrant and forward-looking Anglican church led by our Vicar, Geoff Lanham, our Associate Vicar, Steve Johnson and Curate, Amy Tan. We are passionate about sharing the good news and love of Jesus Christ with the community and developing our ministry and mission. The person appointed to this post will head an Operations Team consisting of the following part time staff: two Administrators, Facilities Manager, Communications Officer and Parish Magazine Editor. He/she will also help to organise a large number of committed volunteers who are vital in all aspects of church life. A diagram showing the structure of the staff team can be found at the end of this document.

During the week KPC offers a wide range of activities that support the breadth of ages in our Church family and wider community; including Stepping Stones pre-school, an active and broad children’s and youth work and community café ‘Cobbles’. We have four Sunday services to support a breadth of worship styles and a midweek communion service. All our work is supported by amazing volunteers. We have a busy office with people popping in and out and are often supporting and managing events at vital stages of people’s lives. We serve the needs of our congregation through our mid-week Home Groups, courses, training and prayer meetings and many other activities. The office is the central hub of Knowle Parish Church and all that takes place.

KPC is currently planning significant works to the church building, led by our For future generations team (FFG), to adapt it to better serve not only the current but also future generations. It is hoped these works will be carried out in 2027. More information can be found [here](#).

The Operations Manager is a key member of the Senior Leadership Team, working alongside clergy and PCC in shaping and fulfilling the vision and potential of the church and ensuring it runs smoothly. A key part of the role involves turning ideas and vision into tangible strategies and effective programmes or events.

Job Purpose – the Operations Manager will:

- Be accountable for all operational matters for the church
- Ensure the operational infrastructure of KPC is resilient, effective and dynamic in support of our collective ministry.
- Work closely with the clergy and lay leaders to develop, promote and sustain the vision, values and mission of the church.

Key Responsibilities

Some of the tasks listed in the Key Responsibilities below are usually carried out by the Operations Team or volunteers, but it is the responsibility of the Operations Manager to ensure they are done and to enable those carrying them out to thrive.

Governance

- Oversee and maintain the governance arrangements of the church to ensure their clarity of purpose, integrity and effectiveness, in particular the PCC, Standing Committee and Annual General Meeting.

Human Resources

- Create a positive and organised work environment for all staff, fostering good team working, personal accountability and clarity of individual responsibilities
- Take overall responsibility for the ongoing development and implementation of HR policies including recruitment, induction, development and appraisal, succession planning and salaries; including a Staff Handbook of up to date good employment practice
- Be responsible for the recruitment, management and relevant competence of both paid staff and volunteers as appropriate
- Ensure there is continuity and cover in all aspects of church operations and organisation, including forward planning, absence management and the maintenance of appropriate rotas.
- Line manage the Operations Team

Compliance

- Ensure that the church is in compliance with its legal duties and regulatory responsibilities (eg health and safety, risk management, safeguarding, GDPR, equality, etc) implementing regular reviews of policy and practice. This includes any reporting requirements to the Church of England (including the Diocese)
- In conjunction with the Vicar, PCC Secretary and Treasurer, produce the Annual Report.

Processes and Systems

- Oversee and ensure the effectiveness of the KPC operational and office policies, procedures and processes
- Manage IT provision, with support from an external IT provider and volunteers
- Be proactive in identifying problems and foster a culture of quality and continual improvement

- In consultation with the clergy, be specifically responsible for the operational aspects of Sunday services to ensure their smooth running

Projects

- Lead the implementation of strategic decisions and initiatives including the oversight and coordination of necessary planning and review
- Advise and support the clergy and PCC Committees in the identification and prioritisation of programmes and projects

Facilities

- Ensure that effective and good value use is made of the church buildings and that all buildings (including staff houses) are appropriately maintained
- Specifically, be proactive in reviewing and maintaining the security arrangements of the church and estate
- Oversee any building or infrastructure projects, including work arising from the Quinquennial process or Diocesan obligations (save where a team is set up for that purpose)
- To work with the FFG team on (i) managing business as usual while building works are carried out and (ii) the future use of the reordered building.

Communications

- Oversee the strategic development and means of internal and external communication, ensuring it is both relevant and appropriate
- In conjunction with other leaders, develop a communications strategy to take forward the vision, values and mission of the church

Financial management

- In collaboration with the Church Treasurer, oversee the operational and transactional aspects of church finance, policies and processes; including the effectiveness of giving and stewardship arrangements and the management of paid and voluntary staff
- Ensure good budgetary and contract management, monitoring and processes are in place and utilised

Administration

- Ensure that the church's administrative functions and processes are effective and efficient, including record keeping, necessary audits, events and diary management and reception facilities.

REVISED Person Specification

Attributes	Essential	Desirable
Personal qualities	*A committed Christian with a demonstrable love for God and people, who is willing to learn and develop their faith, skills and gifting. Someone whose life and	

	<p>character are consistent with Christian leadership and example.</p> <p>A willingness to attend Sunday services at KPC at least twice a month (with attendance at the 9.30 service at least once a month) on becoming Operations Manager</p> <p>Ability to maintain confidentiality and to act with sensitivity and discretion.</p> <p>Someone with a servant heart who finds solutions and gives direction through listening and collaboration.</p> <p>A genuine team player who can delegate appropriately yet maintain personal accountability for outcomes</p> <p>An ability to work under pressure and maintain day to day practical necessities whilst keeping a focus upon the vision and mission of the church</p> <p>Self-motivated and able to drive activity forward.</p> <p>Strong emotional intelligence with the ability to deal with the ‘people aspect’ of problems</p> <p>Ability to turn vision into reality</p>	
<p>Experience</p>	<p>Experienced in operational management, especially planning, financial scrutiny, team leadership, systems and administration.</p> <p>A proven track record of trustworthiness, reliability and integrity.</p> <p>A confident and motivated leader who can inspire, develop and bring out the best in people.</p>	<p>Knowledge and experience of HR processes and a passion for developing people and team</p> <p>Experience of developing and implementing policies and procedures</p>

Knowledge and skills	<p>Organised with a keen eye for detail, while maintaining a view of the big picture</p> <p>Excellent inter-personal skills.</p> <p>Ability to engender a culture of empathy, sharing and mutual support.</p> <p>An excellent communicator (both verbally and in writing) who can adapt style and message relevant to the audience, purpose and method.</p> <p>Skilled IT user, proficient with Microsoft, and social media; ability to adapt to new technology.</p>	<p>An understanding of working within the Church of England and its policies and practice.</p> <p>Competent user of Church Suite</p> <p>Ability to create and operate policies and systems to help an organisation work more effectively</p>

Terms

This is a part-time position of 30 hours per week spread over a minimum of 4 days, with a salary of £30,400 – £34,400 p.a depending on experience. The post is subject to a 6 month probationary period and includes enrolment in KPC pension scheme after 3 months. 150 hours holiday (25 days FTE), plus statutory bank and public holidays.

If you would like to have a conversation about this exciting role, please contact our current Operations Manager, Helen Allen, who will be retiring (helen.allen@kpc.org.uk)

Further information about KPC is available on our website www.kpc.org.uk.

To be eligible to apply for this role you must have the right to work in the UK.

- Closing date for applications: 5pm, 4 June 2026
- Interviews at Knowle Parish Church: 16 June 2026
- Successful applicants notified: within 2 days of interview
- Starting date (preferred): July 2026

**An occupational requirement exists for the appointee to be a committed Christian with a firm faith in accordance with the Equality Act 2010.*

Structure of the staff team

