



# OPERATIONS MANAGER

## Job Description

# Redditch Mission Area

*Facilitate, Enable, Share in God's Mission Across Greater Redditch*

Based at St John the Evangelist, Greenlands Redditch  
Contact [jobs@cofe-redditch.org.uk](mailto:jobs@cofe-redditch.org.uk)  
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# Introduction

The Redditch Mission Area (RMA) aims are to support the 12 diverse parish churches across Greater Redditch (including Alvechurch, Feckenham and Tardebigge) helping them flourish as unique places where God is worshipped and communities are served, so they are able to express what God is calling them to be and for them to be healthy and sustainable in living this out. We want our local churches to demonstrate the breadth of worship in the Church of England; a variety of worship held together by a shared faith in God, Father Son and Holy Spirit. Our hope is that blessed and directed by God's Holy Spirit we can live out our calling to **Facilitate, Enable and Share in God's Mission Across Greater Redditch**.

**The Operations Manager** will be a pivotal strategic partner to the RMA Leader, driving the operational and administrative backbone of the Redditch Mission Area. This role demands an entrepreneurial self-starter with a strategic mind, focused on ensuring robust governance, optimal efficiency, and seamless operational infrastructure. This role strategically enables the mission area and its churches to focus on their outward-looking ministry and mission by expertly managing the internal environment. There is also a need to look at what the RMA delivers to the churches of the area but supporting the other RMA staff and working with the Mission Area Leader and others to provide practical support or leverage opportunities to share in areas of work across the area.

This role works closely with diocesan teams for HR, safeguarding, buildings, and finance to ensure local support is well coordinated and effective. The postholder will also be part of a wider network of Church Operations Managers across the diocese, providing mutual support and shared learning.

# Our Objectives

## Our objectives include:

- Facilitating, enabling and sharing in God's mission across Greater Redditch, giving cohesive and intentional leadership for mutually beneficial ministry.
- Providing practical administrative and operational support in fulfilling compliance demands for local churches. By working collaboratively across the Redditch Mission Area create efficiency in skills-sharing and provide support for building maintenance, IT and training.
- Enabling the Church of England churches in Redditch, Alvechurch, Feckenham and Tardebigge to flourish as unique places where God is worshipped and communities are served and transformed.
- Managing and coordinating shared resourcing roles across the Mission Area to address sustainability risks and promote growth, particularly amongst children, young people and families.

The Mission Area is an outworking of the broader aims and vision of the Diocese of Worcester. To further this, the Diocese is funding key missional roles, such as this one and seeking to provide broader support.

# Key Responsibilities

**The aim of the role is to coordinate and support operations across the mission area to address sustainability risks and enable the individual churches to flourish by:**

- a. Ensuring compliance: Provide practical administrative and operational support for local churches in the RMA.
- b. Enhancing efficiency: Drive skills-sharing across RMA churches through data collection and interpretation.
- c. Mission communication: Support the leader in providing regular communications to encourage churches and individuals in mission.

## **Principle Tasks :**

### **Communications:**

Manages office IT systems, external network support, implement and oversee the RMA Data Management system (e.g., Churchsuite) and GDPR compliance. This also includes maintaining and developing the RMA website and social media channels, ensuring regular newsletters are sent to all RMA churches,.

### **Human Resources:**

Manages and develops human resources for three full-time employees. This includes supporting the RMA Leader with recruitment administration, ensuring staff compliance with Safer Recruitment policies and training, and maintaining up-to-date job descriptions, contracts, employment law standards, annual reviews, and appraisals. Coordinate training events with the Mission Area Leader and staff, and support public relations communications.

### **Building Support:**

Supports and advises church officers and volunteers on the effective management of church buildings, encompassing routine inspections and the identification of maintenance priorities. The role further focuses on identifying and implementing joint contracts for services like utilities, cleaning, and waste to enhance cost-efficiency across the Mission Area. It also includes signposting resources for compliance and safety standards, assisting with documentation like risk assessments, and encouraging parishes to pursue Eco Church accreditation.

### **Funding & Resources:**

This involves coordinating and promoting opportunities for income generation from buildings, such as hall usage, lettings and grants.

### **Finance:**

Oversees the administration of RMA financial functions. including supporting the payroll function. This involves assisting the Mission Area Leader in setting the annual budget, operating a robust expense claims system for staff, ensuring the production of monthly management and statutory annual accounts, and providing quarterly financial reports to the RMA Trust CIO trustees.

### **Governance:**

Oversees the implementation of statutory and church requirement procedures and policies for RMA churches. This includes working with PSOs to ensure safeguarding policies for vulnerable adults and young people are in place and followed.

# Support and Collaboration

- You will work closely with and report directly to the Mission Area Leader.
- Be part of a small, dedicated RMA staff team, collaborating on shared goals.
- Work alongside clergy, church officers, and volunteers across 12 diverse parishes.
- Benefit from the wider support structures and vision of the Diocese of Worcester.

# Job Benefits

- **Employer:** Redditch Mission Area Trust CIO
- **Line Manager:** Mission Area Leader
- **Contract:** Fixed term post of 3 years
- **Hours:** Full time 37.5 hours per week. Flexibility is essential as some evening and weekend work will be required as part of normal hours. Certain specific times are essential and will be considered core to the job. team meetings with other RMA staff.
- **Salary:** £31,294 per annum.
- **Pension:** Plus 3% employer's pension contribution.
- **Annual Leave:** 25 days per annum, plus statutory public holidays.
- **Location:** Based at the RMA Office, St John the Evangelist, Greenlands, Redditch. Travel within the Mission Area and Diocese is required.
- **Checks:** Appointment subject to enhanced DBS checks and satisfactory references.
- **Start date:** Anticipated October 2025 (or as soon as possible thereafter).
- **This role requires standard DBS clearance.**



## The Person

The Operations Manager will have a huge part to play in the establishment and development of this exciting missional initiative for the Church of England churches of Redditch. They will have a passion to see churches flourishing and working to discover what God has for them in their distinct contexts.

This role requires an entrepreneurial mindset, a self starter, blending operational skill with strategic planning and administrative experience in a multi-faceted environment. A person with a demonstrated capacity to build rapport and engage effectively with people from various backgrounds and support individuals where they are.

The person needs to be sympathetic to our Christian Faith which will be central to how we operate as a team, so prayer and worship will be part of our rhythm of work. Our hope is that we will be led by God's Spirit, and we seek to further the Mission of God here in Redditch by being Kingdom People.

# Skills & Experience

## Experience:

- **Essential:** Experienced leader with a proven background in team and financial management, skilled in multitasking and committed to safeguarding.
- **Desirable:** Background in charity or church-specific finances and fundraising, with an understanding of Anglican polity, structures, and representation.

## Abilities & Skills:

- **Essential** Exceptional communication and interpersonal abilities. Proactive and effective, both independently and as part of a team. Highly organised, with strong IT proficiency, meticulous attention to detail, and proven problem-solving and decision-making capabilities.
- **Travel:** Must be able to travel throughout the mission area and diocese, requiring a full driving licence and access to a vehicle (or comparable travel arrangements).
- **Desirable:** Experience managing websites.

## Personal Qualities:

- **Essential:** Highly motivated, adaptable, and thrives whether working alone or with others.
- **Essential:** Sympathetic to the aims and mission of the Church of England and the Redditch Mission Area.

## Qualifications:

- **Desirable:** Higher academic qualification (degree level) OR a proven track record in senior management roles (public/private sector)
- **Plus** applicants must already have the right to work in the UK. NB: We are unable to offer visa sponsorship.

# Application Information

If you feel called to this exciting and vital role and believe you meet the requirements:

- **Informal Chat:** For an informal discussion prior to applying, please contact Rev Paul Lawlor, Mission Area Leader, at [paul@cofe-redditch.org.uk](mailto:paul@cofe-redditch.org.uk) Tel: 0780 761 1090
- **To Apply:** Please send the completed application form available from [www.cofe-redditch.org.uk/jobs](http://www.cofe-redditch.org.uk/jobs) to: [jobs@cofe-redditch.org.uk](mailto:jobs@cofe-redditch.org.uk)
- **Closing Date:** 8<sup>th</sup> August 2025
- **Interviews:** Interviews are expected to be held **Week Commencing 25 August 2025**

**Redditch Mission Area** *Living out our calling together* [www.cofe-redditch.co.uk](http://www.cofe-redditch.co.uk)