

# Operations Lead Job Description

St Clement's, Bournemouth



## WHO ARE WE?

We are an Anglican church situated between two Church of England primary schools in the heart of Boscombe in Bournemouth.

**Our vision** is to Love God, Love people, Love Boscombe. We are captivated by Jesus, committed to loving one another and compelled to be a blessing to our community, particularly local children and families.

Situated in an area of need, we feel that God is calling us primarily to the children and families in our community, and this is reflected in both our worship services and outreach ministries. We work closely with the two adjacent local schools to provide spaces where children can ask their Big Questions of faith. We are passionate about social action and our Love Your Neighbour outreach ministries aim to serve those struggling with food, family and financial insecurity.

After St Clements was first re-vitalised in 2017 it functioned as one church over two sites (LOVECHURCH) under one Priest in Charge. However, St Clement's has now grown up enough to become independent. In this new season we are looking for a Spirit-filled Operations Lead to join the team working alongside our clergy team and building the operational structures and processes we need to minister to our growing, missional church family and ministry areas; God is at work!

This is a new post and is an exciting opportunity to join us on a journey of guiding and ordering our growth and development, as we follow where God is leading as He builds His Kingdom here!

## WHAT WILL YOU DO?

Ensure operational structures and systems are put in place to meet the needs of the church mission and ministries, and oversee the day-to-day operational functioning of the church. This role is multi-faceted working in the areas of administration, communications, HR, and facilities.

This is a new post and we expect will change and develop as the church grows in its mission, and according to the individual skills and experience of the successful candidate.

**Key Responsibilities (not exhaustive):****Team Relationships**

- Work with clergy, PCC and all church ministry and mission teams to ensure they have the necessary resources and freeing up time for frontline ministry
- To safely recruit, lead and equip a (volunteer) team to assist with the office and church administration functions, safeguarding and social media.
- Manage building and administrative budgets
- Facilitate key organisational development projects within the church and liaison with external parties

**Administration**

- To work at the centre of church life – establishing and running the church office as a communications hub where questions are answered and information is recorded and disseminated
- Oversee the day-to-day operations of the church and its buildings, and together with Church Wardens, ensuring the church complies with current legislation and governance requirements, in particular H&S, fire safety, risk management, infrastructure, security and accessibility issues
- Lead the process of planning, designing, developing and implementation of church operating and governance procedures, processes, systems and reporting
- Ensure that all church administrative and IT systems are operating effectively and cost efficiently
- To collect data and process information to provide required church activity and growth reports
- Oversee the management of the church calendar including events and the venue booking process
- Being the first point of contact for church enquiries and management of occasional offices in the parish (incl baptisms, funerals and weddings)
- Provide HR administrative functions, including recruitment and leaving tasks, policy development and implementation, and support staff training and development

**Communications**

- Set up and oversee effective communications systems are in place for the church and wider audience, including keeping web-site updated

**Safeguarding**

We take safeguarding very seriously and part of the role is to work closely with the Parish safeguarding Officer and volunteer Safer Recruiting lead to ensure that we maintain the highest standards of safety for children and vulnerable adults, working with the team to ensure there are robust processes for safer recruiting, safeguarding training and risk assessments.

## WHO ARE YOU?

- Love Jesus, love the church, with a deep commitment to the vision, values and culture of St Clement's
- Highly organised and able to juggle a busy workload with a strong attention to detail
- Excellent relational skills, with ability to build effective relationships with team, church family and others
- Excellent communication skills, both written and oral
- IT literacy and preferably experience with MS Office and Church Suite
- Collaborative and flexible attitude, working well as part of a team
- An enabler and equipper of others, and can show an aptitude for building and nurturing others (eg teams of volunteers)
- High degree of integrity and confidentiality
- Willing to pitch in and help, has a can-do attitude.
- Knowledge of the Church of England and its practices and structures is advantageous
- This post will be at the heart of our church life and so it is a Genuine occupational requirement of the post that the post holder will be a Christian. To carry out this post most effectively the post holder will be committed to St Clements and worship here regularly

## WHAT DO WE OFFER?

- Part-Time – Around 25 hours per week
- 28 days holiday per annum pro rata
- Salary – £27-£30k pro rata depending on experience
- Pension provision
- The post holder will need to be available to work occasional key dates such as weekend or evening events
- Oversight of cleaners and Facilities Assistant (recruiting imminently)

## HOW TO APPLY:

- If you're excited to be in at the start of this new season for St Clement's and be a part of the amazing things that God is doing on this site and in the community, we would love to hear from you! If you feel called to apply, please complete the job application form along with a short email explaining why you are applying for the role and send to [tracey@lovechurch.org.uk](mailto:tracey@lovechurch.org.uk)
- If you've got any questions and would like an informal conversation about the role, please contact a member of the clergy team: Johannes Radvan ([johannes@lovechurch.org.uk](mailto:johannes@lovechurch.org.uk)) or Tracey Radvan ([tracey@lovechurch.org.uk](mailto:tracey@lovechurch.org.uk)).
- We operate a safer recruitment policy for all roles at St Clement's

**Closing date: Sunday July 27<sup>th</sup> 2025**