

Andover Parish: Job Description

Job profile	
Job title	Operations Director
Team	Operations
Accountable to and line managed by	Rector
Principle Location	Parish Office (Hybrid working negotiable)
Travel required	Minimal, within local area
Work pattern / hours	5 days a week (including 1-2 evenings per month).
Enhanced DBS check required	Yes
Special Conditions:	This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010
Date Written	November 2025
Start Date	January 2026
Salary	£32,000 to £37,000 depending on experience
Tenure	Permanent
Probation	6 months
Annual Leave	26 days plus Bank Holidays (depending on operational need, Bank Holidays might have to be taken at other times)
Expenses	Expenses to be paid in accordance with the Expenses Policy

Role context
The Parish of Andover is part of the Winchester Diocese. It comprises all the Anglican churches of Andover; St Mary's Church with 2 church centres, St Michael's West Andover and its church centre, St Paul's and St Michael's Knights Enham. We are a growing, outward looking and vibrant parish with a significant social action mission delivered by the 'Lighthouse', building on strong links with the NHS, Town and Borough Councils and other charity and corporate organisations. <i>The Operations Director ensures that the vision and mission of Andover Parish are underpinned by excellent governance, efficient systems, and a culture of collaboration and trust.</i> We are looking for an organised, energised, detail orientated and pro-active person with a proven history of strategic leadership with strong administrative skills including high levels of IT literacy, written and verbal communication skills. You are experienced in working alone and in a team. You will join a friendly and committed staff team supporting the mission and ministry of the parish fuelled by prayer, laughter and cake. Oversee the effective use, security, and development of the parish's IT and digital systems, ensuring they support communication, administration, and mission delivery.

Role purpose and objectives

To support the Rector operationally to deliver the strategic vision and mission of the Parish by providing operational leadership and management to the Parish Staff Team ensuring that its churches, buildings, support staff and resources are effectively managed.

The Operations Director leads the day-to-day management of parish operations, ensuring coherence across the seven congregations, various ministries and numerous events, and multiple church sites.

Key responsibilities

HR

- Manage and deliver the HR systems, in consultation with legal advisors, including recruitment, induction, probation, appraisal and exit interviews, all contractual matters, policies and procedures
- Manages the Operations team including the Administration Team and Facilities Co-ordinator

Governance

- Administer the governance of the Parish including supporting the PCC Secretary and ex-officio on PCC, Standing Committee, Finance & Stewardship Committee, and Fabric Committees
- Ensure timely preparation and circulation of PCC and Standing Committee papers, minutes, and reports, working closely with the PCC Secretary.
- Manage commercial agreements e.g. hire agreements, long term professional contracts etc.
- Data Protection Officer

Finance

- Work closely with the Treasurer and Finance committee to develop and manage the budget, create long term forecasts and financial sustainability plans and support the creation of a fundraising strategy. The Treasurer remains the PCC's financial officer; the OD ensures financial administration, reporting, and budget management processes are professionally executed
- Strategic oversight of fund-raising and grant applications

IT and Digital Systems

- Provide strategic oversight of digital infrastructure (Microsoft 365, ChurchSuite, ExpensePlus, parish websites) to ensure effective communication, administration and mission delivery.
- Ensure GDPR compliance, cybersecurity and data resilience.
- Manage IT suppliers, licences and budgets.
- Equip staff and volunteers through guidance, documentation and training.
- Lead digital development projects to improve efficiency, collaboration and reporting.

Fabric & Estates

- Oversee the strategic development and implementation of the fabric and facilities needs of the Parish, day to day management of the Facilities Co-ordinator
- Ensure compliance with Church of England property regulations and statutory health and safety requirements.

- Work with wardens and external professionals (architects, surveyors, contractors) to deliver maintenance and development projects.

Volunteer Management

- Foster a positive culture of volunteering that values participation, clear communication and empowerment.
- Support operational systems that enable volunteers to flourish in their ministries.

Leadership and Communication

- Lead communication across staff and clergy teams to ensure awareness of activities and priorities.
- Manage and communicate effectively with key stakeholders (e.g. civic leaders, diocesan officers, contractors, consultants).
- Lead or contribute to cross-parish projects that improve operational efficiency and collaboration.
- Attend Tuesday staff meetings, the annual staff retreat, and relevant training.

Reporting and Record Keeping

- Maintain accurate operational records for PCC and diocesan reporting.
- Research and implement improvements in systems, software and policies.

General

- Exercise initiative and adaptability in undertaking additional responsibilities or projects as may reasonably be required by the Rector or PCC to ensure the effective delivery of the Parish's mission and operations.

Essential skills, knowledge and experience required for the job

- Committed, church going Christian with a vibrant lived faith
- Passionate about our Vision and the work of Andover Parish
- Committed to following all parish policies and procedures
- Experience of line management & project management
- Experience of creating a strategy and managing a budget
- Confident and quick thinker, with the ability to analyse complex issues quickly and offer solutions
- Proven ability to prioritise, manage workload and delegate effectively
- Excellent organisational, interpersonal and collaborative, written & oral communication skills
- Flexible, proactive team player with a good sense of humour!
- Good understanding of IT systems, ICT literate and strong Microsoft 365 skill set

Note: We are committed to investing in our staff team and would be willing to discuss any training needs as part of the interview process.

Next Steps

For further information or to apply with CV and cover letter: parish@andoverparish.org
Deadline for applications 1st December 2025. We reserve the right to speak to potential candidates in advance of this date and progress an appointment sooner if possible.

