



FULL TIME

OPERATIONS DIRECTOR

ST LEONARD'S,
HOVE



St Leonard's Hove, 211 New Church Road, Hove, BN3 4ED



To start as soon as possible



Working days; Sunday - Thursday



Reports to: Vicar

ROLE SUMMARY

The Operations Director will facilitate the effective day-to-day running of St Leonard's, helping its staff, volunteers, buildings, systems and resources work together in support of the church's worship, mission and pastoral life.

Working closely with the Vicar, Churchwardens, PCC, staff team and key volunteers, the Operations Director will translate agreed vision and priorities into practical action. The purpose of the role is not for the Operations Director to personally carry every operational task. Staff members and ministry leaders will continue to take responsibility for the effective running of their own areas. The Operations Director will provide leadership, coordination, systems, communication, accountability and practical support so that responsibilities are clear and the whole church operates smoothly.





ROLE SUMMARY (CONT.)

The postholder will exercise responsibility through appropriate delegation, volunteer development and collaborative working, drawing on existing staff capacity, PCC expertise, professional advisers and external contractors. They will undertake some practical operational work, but their central task is to ensure that the right people, structures and processes are in place and that agreed work is completed.

The role will enable the Vicar, clergy and ministry leaders to concentrate more fully on prayer, preaching, pastoral ministry, discipleship and leadership development, while ensuring that St Leonard's is organised, safe, compliant and sustainable.

The operations director will work closely with: the Vicar; the Churchwardens and PCC; the Curate and other clergy or ordinands; the Rising Generations Pastor and other ministry leads; the Finance Administrator and Treasurer; staff, ministry leaders and volunteers; contractors, suppliers, professional advisers and diocesan officers.

ABOUT ST LEONARD'S

St Leonard's is a growing Anglican church serving Aldrington and the wider Hove community. Our worshipping community is around 300 people, including approximately 100 children and young people, with two Sunday congregations and a wide range of ministry throughout the week. Alongside Sunday worship, church life includes work with children, young people and families; schools ministry; Little Lions toddler group; Community Cafe; Youth Cafe and Youth Alpha; Alpha; pastoral care; community engagement; and occasional offices. Our desire is to help people encounter Jesus, grow as disciples and use their gifts in the life and mission of the church.

BENEFITS INCLUDE

- 25 days annual leave (plus bank holidays)
- Office closure between Christmas and New Year
- Extra day off for your birthday

WORKING AT ST LEONARD'S

St Leonard's is a dynamic and collaborative working environment where excellence, gratitude, grace and professionalism are core values. The work is varied, and initiative and creativity are encouraged. We aim to foster a "can-do" atmosphere where everyone contributes to a culture of service.

St Leonard's is in a significant season of growth and change. The breadth of ministry, the use and development of our buildings, and the increasing complexity of staffing, safeguarding, governance and finance all require clear and sustainable operational leadership. This role is intended to strengthen the whole church rather than centralise every task in one person. The Operations Director will work through staff, volunteers, PCC members, specialist advisers and contractors, helping the right people take responsibility and ensuring that agreed priorities are delivered well.



KEY RESPONSIBILITIES

1. Operational leadership and Coordination

- Facilitate the effective day-to-day running of church operations.
- Turn agreed strategy and PCC decisions into clear plans, actions, owners and timescales.
- Maintain an overview of operational priorities across the staff team and wider church.
- Help staff and ministry leaders clarify ownership and responsibility within their own areas.
- Develop clear and proportionate systems that help ministry flourish rather than creating unnecessary bureaucracy.
- Identify operational risks, gaps and areas requiring improvement, and ensure that agreed actions are followed through.
- Provide regular operational updates to the Vicar, Churchwardens and PCC as appropriate.

(Note: The Operations Director will not remove operational responsibility from other members of staff. The role will help them carry those responsibilities effectively and ensure that different areas of church life connect well with one another.)

2. Staff coordination and HR

- Support healthy communication, planning and coordination across the staff team.
- Help establish clear responsibilities, working patterns and lines of accountability.
- Coordinate recruitment, safer recruitment, induction and onboarding processes when required.

KEY RESPONSIBILITIES (CONTINUED)

- Ensure staff contracts, records, policies, leave and relevant HR processes are maintained appropriately.
- Support staff wellbeing, development and review processes alongside the Vicar.
- Undertake agreed line-management responsibilities, while the Vicar retains overall leadership of the staff team.
- Help identify and resolve areas of overlap, confusion or operational pressure.
- Seek appropriate professional or diocesan HR advice where necessary.

3. Buildings, facilities and contractors

- Maintain oversight of the effective day-to-day use and care of the church buildings.
- Coordinate maintenance, repairs, inspections and agreed improvement projects.
- Manage relationships with contractors and suppliers, ensuring appropriate oversight of quality, cost and timescales.
- Work with the Churchwardens, PCC members and relevant volunteers on longer-term building priorities. Ensure practical arrangements for church activities, external users and events are clear and well managed.
- Develop appropriate systems for reporting and responding to building and maintenance issues.

4. Health and safety, compliance and risk

- Maintain oversight of health and safety, fire safety, security, data protection and operational risk.
- Ensure required inspections, records, policies and risk assessments are completed, reviewed and acted upon





KEY RESPONSIBILITIES (CONTINUED)

-Support the PCC and Churchwardens in fulfilling their governance and compliance responsibilities.

- Help ensure safeguarding procedures are properly embedded within wider church operations, without replacing the responsibilities of the Parish Safeguarding Officers or clergy.

- Coordinate an appropriate response to operational incidents or emergencies.

- Ensure responsibilities for compliance are clear and appropriately delegated, with specialist advice sought where required.

5. Sundays, events and ministry support

- Help ensure Sundays, special services and major events are operationally well prepared.

- Work with ministry leaders to clarify practical responsibilities and identify any gaps.

- Ensure staff and volunteers have the information, systems and resources they need.

- Support the development of dependable volunteer teams and rotas for practical areas of church life.

- Work with worship, production, children's, youth and hospitality leaders to identify and resolve operational issues.

- Review systems after significant events and help implement practical improvements.

KEY RESPONSIBILITIES (CONTINUED)

6. Finance, administration and projects

- Work closely with the Treasurer and Finance Administrator to support sound financial stewardship.
- Contribute to annual budgeting, staffing forecasts and operational financial planning.
- Monitor agreed operational and project budgets and help budget holders use resources responsibly.
- Ensure spending commitments, procurement and contracts follow agreed PCC procedures.
- Lead or coordinate significant operational and building projects.
- Support appropriate grant applications and funding opportunities connected with buildings, community work or strategic projects.
- Help ensure operational plans are realistic and properly connected to the church's financial position.

(Note: The Operations Director will not replace the Treasurer or Finance Administrator. Finance processing, payroll, bookkeeping, budget monitoring and formal financial reporting will remain with the appropriate officers and staff.)

7. Volunteers and organisational development

- Develop clear and welcoming systems for recruiting, onboarding, supporting and thanking volunteers.
- Help ministry leaders identify where responsibilities can be shared with and entrusted to lay leaders.
- Encourage a culture in which staff equip others rather than carrying every task themselves.
- Improve communication and coordination between staff, volunteers, PCC members and ministry teams.





KEY RESPONSIBILITIES (CONTINUED)

- Help establish leadership pathways through which people can grow in confidence and responsibility.
- Support ministry leaders in developing healthy, sustainable teams, making good use of existing gifts and experience in the congregation.

8. Communications and operational support

- Coordinate agreed communications priorities, responsibilities and timescales with the relevant staff and volunteers.
- Help ensure internal and external communications are timely, accurate and coordinated.
- Develop systems that make it easier for staff and volunteers to access the information they need.
- Ensure communications support rather than duplicate the work of ministry leaders.
- Identify appropriate administrative support and build volunteer capacity where this will strengthen delivery.

9. Relational and pastoral contribution

- Frontline ministries, including Alpha, will sit with an appropriate ministry lead rather than forming a principal responsibility.
The postholder may contribute to Alpha, welcome, community engagement and other ministries where appropriate, particularly where existing pastoral relationships, experience and community contacts are valuable.
- This involvement should complement rather than distract from primary operational responsibilities.

PERSONAL SPECIFICATION

ESSENTIAL

- Is a practising Christian, able to demonstrate a mature Christian faith and wholeheartedly support the vision, mission and values of St Leonard's Church;
- Combines strong organisational ability with warmth, humility and good relational judgement;
- Has significant experience of operations, organisational leadership, project delivery or a comparable field;
- Can coordinate people and projects without needing to control every detail;
- Understands the difference between facilitating responsibility and taking every responsibility on personally;
- Can lead through others, build effective teams and develop volunteers;
- Communicates clearly and handles confidential information responsibly;
- Is able to prioritise, delegate and follow through on agreed actions;
- Understands the importance of good governance, financial stewardship, safeguarding and safe practice;
- Can work collaboratively with clergy, staff, trustees and volunteers;
- Remains calm, constructive and decisive when dealing with problems or competing demands;

- Is willing to seek advice where specialist expertise is required;
- Sees operations as a means of enabling ministry rather than an end in itself.

DESIRABLE

Experience in or with:

- Staff coordination, line management or HR processes;
- Church, charity or voluntary-sector governance;
- Buildings, facilities, contractors or capital projects;
- Budgeting, procurement and financial oversight;
- Organisational growth, change management or developing new systems;
- Working in a church context with both paid staff and volunteers.

The above describes the principal responsibilities of the role and is not exhaustive. The postholder will be expected to work flexibly and collaboratively. Responsibilities may be reasonably reviewed as the church's needs develop, in consultation with relevant oversight.

MEASURES OF EFFECTIVENESS

The role will be succeeding when:

- Responsibilities and operational priorities are clearer;
- Staff retain appropriate ownership of their ministry areas while receiving effective operational support;
- Communication and coordination across the team are improved;
- Agreed actions and projects are reliably completed;
- Buildings, compliance and risk matters are handled proactively;
- Sunday and event operations run effectively;
- The Vicar and ministry leaders are carrying less avoidable operational detail;
- Volunteer recruitment, support and delegation are strengthened;
- The church's operational systems increasingly serve its mission and growth.

EMPLOYMENT & APPOINTMENT NOTES

- Salary: £38,000–£40,000 per annum, depending on qualifications and experience.
- The post is expected to be full-time and will require sufficient flexibility to support some Sunday services, significant events and occasional evening meetings. The detailed working pattern should be agreed before advertising.
- Pension, annual leave, a four-month probation period, notice period and other contractual terms will be set out in the contract of employment.
- The role will be subject to the Church's safer recruitment procedures and the level of DBS check appropriate to the final duties.

Because this role provides Christian leadership within the ministry of St Leonard's Church, there is an Occupational Requirement under Schedule 9 of the Equality Act 2010 for the postholder to be a practising Christian.

To apply or enquire, please email your CV with a covering letter to:

Clive Stoker (Churchwarden)

cw1@stleonardshove.org