



**Job Title:** Church Operations Manager

**Reporting to:** Church Wardens of Castle Church

**Hours:** 12–15 hours per week, spread over 4–5 days. Availability for 1 hour on Sundays is desirable.

**Salary:** Pro-rata in the region of £18,000–£20,000 per annum, dependent on individual experience and hours worked.

**Contract:** Permanent (subject to a 6-month probation period).

**Start Date:** January 2024 or as soon as possible thereafter.

## Introduction

Castle Church created its first administrative role in 2008 to support clergy in focusing on their pastoral and teaching duties. With the recent retirement of our administrator, the Parochial Church Council has reimagined this position to better meet the demands of the modern church. This newly created role, while encompassing some traditional administrative responsibilities, will focus on building volunteer involvement and ensuring the efficient and legal operation of Castle Church.

## Role Overview

The **Church Operations Manager** will play a vital role in enabling clergy to deliver the Mission Action Plan by ensuring the smooth operation of church administration and activities. This is not a support role in isolation but an integral part of the ministry at Castle Church.

Key responsibilities will include:

- Administrative and office management duties.
- Coordinating volunteers, rotas, and events.
- Financial management and invoicing.
- Maintaining church policies and legal compliance.
- Overseeing communication, including social media, website updates, and worship materials.

The post-holder will act as the main point of contact for the Diocese of Lichfield and liaise with church members, parishioners, and hall hirers. This forward-facing role requires excellent interpersonal skills and an active commitment to the life and mission of Castle Church.

## **Key Responsibilities**

### ***Administrative & Office Duties:***

- Manage daily office operations, responding to emails, post, and social media inquiries.
- Maintain church records, including the electoral roll.
- Create worship and communication materials, including for special seasonal events.
- Coordinate meetings, prepare minutes, and follow up on assigned tasks.

### ***Volunteer & Event Coordination:***

- Create and manage rotas for teaching, prayer meetings, and other church activities.
- Support the organization of church events, including camps, weekends away, and building projects.

### ***Financial Oversight:***

- Handle invoices, expenses, and hall hirer payments.
- Maintain financial records and provide updates for PCC reviews.
- Ensure timely banking of donations and other income.

### ***Compliance & Policies:***

- Oversee health and safety, safeguarding, and other regulatory requirements.
- Ensure all policies are up-to-date and training requirements are met.

### ***Communication & Outreach:***

- Maintain social media platforms and the church website.
- Create promotional materials for outreach and events.
- Act as the face of Castle Church to parishioners and the wider community.

### ***Other Duties:***

- Line-manage ancillary staff (e.g., cleaners, vergers).
- Support the administration of baptisms, weddings, and funerals.
- Attend monthly PCC meetings and regular staff team meetings.

## Person Specification

Criteria	Essential (E) / Desirable (D)
<b>Qualifications &amp; Experience:</b>	
GCSE Maths and English (Grade C or above) or equivalent experience.	E
Office administration or management experience.	E
Church office administration experience.	D
Financial awareness and basic accounting knowledge.	D
<b>Skills &amp; Attributes:</b>	
Excellent verbal, written, and interpersonal skills.	E
Proficient in Microsoft Office and database management.	D
Ability to work flexibly, including evenings and weekends.	E
Strong organizational skills with attention to detail.	E
Effective at working under pressure and managing multiple tasks.	D
<b>Personal Qualities:</b>	
Active communicant member of the Church of England or a church in membership with Churches Together in England.	E
Commitment to the worship and mission of Castle Church.	E
Willingness to undertake training in safeguarding and health and safety.	E
Understanding of the Christian calendar and patterns of worship.	D

## What We Offer

- A supportive and prayerful working environment.
- Line management by a Church Warden.
- Regular workplace reviews and access to training opportunities.
- Generous holiday entitlement of 26 days plus public holidays (pro-rata).
- Flexibility in summer hours when church activities reduce.
- A commitment to pastoral care and prayer for the post-holder.

## How to Apply

Email your application to: [churchwarden@castlechurch.org.uk](mailto:churchwarden@castlechurch.org.uk)

## Alternatively

Please send your CV along with a letter of application to:

Mrs. Barbara Boote  
Castle Church Office  
Castle Bank  
Stafford  
ST16 1DP

Alternatively,

**Application Deadline:** January 10th 2024

**Enhanced Disclosure:** An Enhanced DBS check (including barred lists) will be required for the successful candidate due to work with children and vulnerable

[www.castlechurch.org.uk](http://www.castlechurch.org.uk)

01785 241894

[admin@castlechurch.org.uk](mailto:admin@castlechurch.org.uk)



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