*Our vision is for Christ our Light to be a diverse, flourishing and fruitful community where God’s healing, saving power is the norm.*

**Employer:** Initially, Halewood Local Ecumenical Partnership until the Parish of Christ our Light, Liverpool is legally formed.

**Hours of work:** Full time (35 hours per week). Pattern of work to be mutually agreed, but will include Sundays and occasional evenings

**Term:** Permanent

**Salary:** £30,000 - £35,000, dependent upon experience.

**Location:** Parish Office (Halewood) with travel across the parish sites as required.

**Accountable to:** Initially to the Priest in Charge of Halewood and Hunts Cross Team; later to the Team Rector of the new parish of Christ our Light, Liverpool.

**Holiday:** 25 days holiday per year + bank holidays.

**Other benefits:** Nest pension; Free on-site parking at the parish office.

**Special conditions of employment:**

There is a Genuine Occupational Requirement for the post-holder to be a practicing, baptised Christian, and to be sympathetic with the creeds of the Church of England or a member of the Churches Together in Britain & Ireland. This post is therefore exempt under Schedule 9 of the Equality Act 2010.

The successful candidate will require their own transport with expensed travel to off-site meetings.

Closing date: Sunday 13th July 2025

Interview date: W/b 21st July 2025

Start date: September 2025

For an informal chat or for further information please contact Rev Philip Saltmarsh, Priest in Charge of Halewood and Hunts Cross Team, [speke.rector@gmail.com](mailto:speke.rector@gmail.com)

Please send applications to our Administrator, [Jessica.Forrester@liverpool.anglican.org](mailto:Jessica.Forrester@liverpool.anglican.org)

### Introduction:

The Diocese of Liverpool is mid-way through a Strategic Transformation Programme called Fit for Mission. The aim of the programme is to implement prayerfully, and at pace, a clearly defined and widely owned Diocesan vision and plan for growth and a sustainable future. This is developing a stronger discipleship culture, training and releasing lay leaders as well as planting more diverse worshipping communities. To facilitate this, we aim to rationalise structures and buildings. Forming a dedicated Support Services team within a larger parish will enable others to be freed up for mission.

The Parish of Christ our Light will be made up of 6 parishes, 9 places of worship, and 8 parish halls from within Liverpool South deanery. These are the current parishes of: Gateacre St Stephen, Grassendale St Mary, Halewood St Mary and St Nicholas, Hunts Cross St Hilda, Speke St Aidan with All Saints and Liverpool All Souls Springwood.

Each church has voted to be part of this larger single parish and we are mid-way through the transition process. We aim to become a single larger parish in May 2026 and we are currently in the ‘acting as if’ stage. Part of this journey is to explore who we are and what our vision is. The Clergy Leadership Team have agreed some values we aim to embed as we develop and grow:

*A parish that is****biblical****and****Christ-like***

*A people who are****courageous****in****faith***

*Offering****radical welcome***

*and****generous hospitality***

*and a place for****meaningful belonging****where all people can****passionately celebrate****God and each other.*

**Purpose of the role:**

This is a new role within the emerging larger single parish of Christ our Light Liverpool. We are seeking a faith filled, people focussed senior leader to deliver operational management including oversight of our Support Services hub and staff team. The Operations Manager will work closely with the Team Rector in developing and implementing the strategy, systems and capacity to enable the parish and its churches and worshipping communities to be effective in fulfilling the PCC’s vision and priorities. The purpose of the role is to provide strategic oversight and efficient management of all operational, administrative, financial, HR, safeguarding and property functions of the new parish.

Working closely with clergy, support services staff and relevant church officers, this role is key to releasing clergy and lay leaders from administrative burden, enabling a more strategic focus on mission, ministry, discipleship and pastoral care.

This is a senior management position, and will require the post holder to develop and approve a budgeted Support Services Plan in collaboration with local change teams. This will include the recruitment and management of a small support services team. This team will use best practice systems, software and procedures; it will be made up of local people who are employed centrally on a part time basis, supported by volunteers working across the parish.

In all elements of the role, you will be expected to provide operational excellence in line with best practice and agreed protocols, promote a positive work culture, and strive to lead by example in Christ-like service.

This is an exciting and challenging role for someone who knows and loves the church, and wants to help her move forward for a sustainable future. This is a developing role, that will be shaped by the post-holder working with the Team Rector and others, and as such may be subject to change as new initiatives emerge and develop over time.

**Key Responsibilities:**

Strategic Operations:

* Develop, implement, oversee and review operational strategies to support and enable church growth in line with vision set by PCC and Clergy Team.

Office Management:

* Lead and co-ordinate operational support services for worshipping communities across the larger parish.
* Establish and maintain effective systems and processes for parish administration.
* Take on the role of PCC Secretary to support the Rector in day to day governance.

Finance and Budget Oversight:

* Agree and manage operational budgets, forecasting and reporting alongside Parish treasurer, PCC and Rector.
* Lead and inspire churches and worshipping communities to apply biblical principles of generosity and accountability creatively and innovatively to resource aspirations for mission and growth.
* Develop entrepreneurial strategies for income generation and financial sustainability that is absolutely consistent with parish values and enables growth in terms of mission and ministry.
* Supervise financial operations including payroll, reporting, procurement and grant application.
* Oversee implementation and effective use of My Fund Accounting software.

Human Resources and Volunteer Management:

* Line manage part-time staff within Support Services hub. In addition, there may be Ops/admin staff based in specific parishes to manage as part of the Ops team.
* Manage recruitment, inductions, training and ongoing HR processes in line with current employment law and PCC policies.
* Maintain up to date HR records and training compliance for all employed staff (including vergers, organists etc.).

Safeguarding, Policies and Compliance:

* Ensure the parish is fully compliant with all policies, particularly safeguarding, Health and Safety, GDPR and any other legal requirements in line with Diocesan policies.
* Regularly review and update parish policies and risk assessments.

Facilities and Property Management:

* Oversee the work of a Buildings Officer to manage maintenance, repairs, compliance, lettings and insurance.
* Oversee key service contracts.
* Oversee the development of parish assets for community and commercial purposes.

IT and Communication Systems

* Oversee parish IT infrastructure, including ChurchSuite, Microsoft 365 and My Fund Accounting.
* Ensure the parish website and other online platforms are developed and maintained.
* Ensure communications and publicity is co-ordinated in collaboration with ministry leaders.

The post-holder will work closely with: Local church leaders (lay and ordained), Fit for Mission diocesan team (incl. Resources Department).

## Person Specification

We are looking for a Christian leader who will bring the relevant skills, experience and confidence to shape and fulfil the responsibilities of the role. The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job.

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|  | **Essential criteria** | **Desirable criteria** |
| **Faith** | A committed Christian with an active faith in God and a desire to see the local church thrive.  A desire to lead and to serve. | Understanding of Church of England structures and governance.  Appreciation of the diverse theological breadth represented within the parish. |
| **Qualifications** | Degree level or equivalent or qualified by experience | HR, Business Management, or Finance qualifications.  Theological training. |
| **Experience** | Proven experience of:   * operational management (finance, HR, property, assets, administration) * developing and implementing organisational systems * strategic leadership and practical service in a church setting * managing a team of part-time staff * project planning and management longer term   Proven ability to:   * handle a range of diverse tasks and prioritise according to demands * solve problems * manage and interpret complex information and to offer sound, reliable, professional advice. * lead a diverse team * deliver on expected outcomes in a timely manner * prepare and deliver presentations and reports | Experience of:   * working within church or charity * managing change in a church or non-profit setting * working with volunteers * fundraising * facilities management |
| **Knowledge**  **and skills** | Excellent:   * organisational skills and exceptional attention to detail * skills in facilitating discussions and reaching agreements * verbal and written communication skills * budgeting and financial management skills * IT skills including Microsoft 365 packages and capacity to learn and use social media and management apps including (e.g.) Churchsuite, MFAO and Canva | * More advanced skills with social media and web-based communication. * Skills in writing policies to comply with law/guidance and/or formal applications (eg. for funding, faculties). * Knowledge of the legal complexities of managing church buildings. |
| **Personal**  **qualities** | A person:   * of integrity who can keep absolute confidentiality * who can be pragmatic and enjoys finding practical solutions   Who is:   * a warm, approachable, positive team player with a servant-hearted attitude * emotionally intelligent and self-aware * approachable and dependable * able to work autonomously and within a team   And brings:   * a flexible approach to work * an ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact   And is personally secure, and emotionally resilient, able to keep calm under pressure. |  |
| **Work related**  **circumstances** | Own transport |  |

The post will be recruited in line with Diocese of Liverpool Safer Recruitment process.