



OPERATIONS MANAGER JOB PACK

JULY 2025

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A guide to navigate our vision, the role, and what could be your next step in ministry

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'Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up.'

Ephesians 4:11

01 **WELCOME TO CHURCH**

OUR PURPOSE

We exist to help people experience a life-giving relationship with Jesus and for that to positively impact their lives and the world around them.

St Matts is a vibrant, city-centre church with a heart for helping people know God, find freedom, discover purpose and make a difference. Part of the HTB Network, we're passionate about seeing lives transformed through community, worship and faith in Jesus. We gather every Sunday at 10am and 6pm for our services and connect in the week through Small Groups. With a vision focused on empowering young people, enhancing spaces, engaging prayer, and enriching community, there's a place for you here.

Launched in May 2024, St Simons is our second site. Shaped by a strong sense of community and set in a peaceful spot near the city, it's a place to belong, grow, and worship. We meet on Tuesdays at 10am, Sundays at 11am, and in small groups during the week.



02 ABOUT THE ROLE

ROLE PURPOSE:

We are looking for a vibrant, enthusiastic and passionate Operations Manager to inspire, motivate and drive forward St Matts operations, coordination and office oversight, and support the Vicar. Based predominantly at St Matts, they will also have a role in oversight for some operational aspects of St Simons (church plant).

WEEKLY STRUCTURE

This position is a part-time role covering 3 days/21 hours per week. The working pattern and location are as follows:

Sunday -

Game day, this will be a full morning at church

Tuesday and Wednesday -

Office day with the team

The role will require willingness to occasionally work flexible hours including evenings and weekends.



03 THE JOB DESCRIPTION

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Date	25 July 2025
Job Title	Operations Manager
Salary	£28,000-£30,000 PA (Pro rata)
Hours	21 hours/3 days a week
Location	Plymouth
DBS Required	Yes - Enhanced
Working Model	Onsite
Reports To	Vicar
Direct Reports	Administrator

GENUINE OCCUPATIONAL REQUIREMENT

Due to the nature of this role, we believe that there is a Genuine Occupational Requirement (GOR) for this role to be fulfilled by a practising and committed Christian believer. The profile and significant impact that we expect this role will achieve both within St Matts (in terms of the church’s ethos) and with external stakeholders, justifies and supports this GOR.

TEAM ROLE & RESPONSIBILITY

- Be part of the St Matts & St Simons Dream Team – actively pursuing a life fully devoted to Jesus.
- Support the Vicar and staff team in leading St Matts in its vision and purpose as part of the wider church leadership team
- Together with the Vicar, Church Council and Staff Team the Operations Manager is involved in prayerfully leading the church forward and discerning God’s direction.
- Support St Simon’s church plant by sharing resources and experience to enable best practice.
- Attend weekly staff meetings.
- Attend regular 1-2-1 meetings with the Vicar.
- In conjunction with the Finance Manager, ensure budgets are in place for the Ministry area.

1. STRATEGIC LEADERSHIP

- Together with the Vicar, Staff Team, Church Council and other ministry leaders, the Operations Manager is responsible for leading the church forward by implementing its vision.
- Overseeing the development of the church's strategic plan for growth including service development and church planting.
- Oversee and develop the church's calendar of events, activities.
- Collect data regarding progress in relation to church's key objectives and report regularly to Vicar, Exec Team & Church Council.
- Set draft Church Council agenda, papers and minutes alongside Vicar, Exec Team & Church Council Secretary.
- Work alongside the Finance Manager, Vicar and Treasurer to set budgets, develop long term income strategies and work to maintain and increase the financial health of the church.
- Consult with the HTB Network to ensure we share and adopt best practices.

2. Sunday oversight and coordination

- Liaise with Preacher, Service Hosts, Worship Leader and Production Coordinator to ensure that the service plan and timings are understood.
- Team - Coordinate Welcome and Cafe Teams, ensuring that each service has a motivated team of leaders & Volunteers to provide the best welcome to church, both pre-and post-services.
- In conjunction with the Team Leaders, ensure smooth set-up and set down of the church and public spaces, Café and Information Point. Including ensuring that the site is clean and tidy.
- In conjunction with existing team Leaders, identify and recruit new members and manage responses to Join the Adventure cards to grow the team, seeking to get team members up and running as soon as possible.

3. Special Events

- Oversee and coordinate special services such as Try Church, Easter, Christmas and Love South West services ensuring that all aspects are organised, including catering, decoration, team members and entertainment.
- Oversee the annual summer camping holiday, including organising a community pitch and any necessary catering.

4. FACILITIES

- Overall responsibility for premises and facilities at St Matts ensuring the site is maintained to a high standard.
- Oversee and implement Diocesan Architect's Quinquennial Report (buildings and fabric report)
- Ensure 'Logbook' of works is kept up to date in preparation for the church's Annual Report and Archdeacon's Quinquennial Inspection
- Oversee facilities, insurance, health and safety and risk management- including keeping up to date risk assessments and staff training (fire and first aid) - for both St Matts and St Simons.

5. HR and team oversight

- Alongside the Vicar, oversee and develop all recruitment and staff line management systems and processes including staff appraisals and induction of new staff.
- Develop an annual plan for staff training, goal setting and welfare.
- Responsible for ensuring all church policies, staff handbooks are up to date and compliant with safeguarding and charity law.

Policies and procedures:

- Adhere to St Matts Staff Handbook and the accompanying policies
- Comply with Health and Safety procedures and practices
- Work within St Matts aims and objectives, with clear personal support for the church's values and beliefs
- Seek to improve own performance, contribution, knowledge, skills and participate in training and development activities as required



PERSONAL SPECIFICATION

Faith

Essential

- A vibrant Christian faith and commitment to personal spiritual growth and development.
- Passion for the vision and mission of St Matt's and a desire to see it implemented.
- Become a regular worshipping member of St Matt's.

Desirable

- Understanding of Church of England structures.

Education & Qualifications

Essential

- To degree level or equivalent work experience.

Desirable

- Professional qualification/s in Finance, HR or Management e.g. MBA, ACA, ACCA, CIPD, IOD etc.

Experience

Essential

Leadership

- Operational leadership experience.
- Strategic management.

HR

- Staff & volunteer management, leadership & recruitment

Buildings, Facilities, IT

- Facilities management and oversight.

Desirable

- Previous work experience and knowledge of church or charity sector.

Finance

- Strategic financial management and planning.

Personal Skills

Essential

- Proven leadership, people management and communication skills.
- Excellent time management, organisational and planning ability.
- Hardworking, self-motivated and an ability to take initiative and make things happen
- Warm, fun, energetic, approachable and easy-going personality.

Project Skills

Essential

- Experience and proven track record in planning, implementing and completing projects
- Writing documents to explain proposals succinctly ensuring key facts are clearly demonstrated

Desirable

- Strategic business planning.

General

Essential

- Competent IT skills including word processing, spreadsheets, databases, and presentations. We currently use Google Drive.

Desirable

- Familiarity with ChurchSuite
- Familiarity with other accounting or HR software

Other Requirements:

- Enhanced DBS check.
- Right to work in the UK.

You will be required to work at Christmas, Easter, attend annual church weekends away and required to attend the Church's Annual Meeting (APCM).

IS GOD CALLING YOU TO MINISTRY AT ST MATTS?

To apply, please send your CV and a covering letter explaining your suitability for the role to the email address below.

If you have any questions or would like an informal discussion about the role, contact us at info@stmplymouth.org.uk.

Application Deadline Tuesday 11th August 2025

