



Melksham Church

Role Description: Operations Director

Overview

Employer: The PCC of Melksham Church

Location: Church House, Melksham - with flexibility for remote working

Reports to: Team Rector

Contract: Full-time (1.0 FTE)

Salary: £34,000 per annum

with option to explore accommodation in a recently renovated flat

Expected start: Autumn 2025

Hours: 37.5 hours per week, including Sunday mornings and some evenings/weekends

Occupational Requirement: A practising Christian under Equality Act 2010

Context

Melksham is growing, and so is the church! With thousands of new homes and an increasingly diverse population, the opportunity for the local church to make Jesus known has never been greater.

Melksham Church has seen significant recent growth:

- Sunday attendance has more than tripled since before the pandemic.
- Children's and youth numbers have increased tenfold.
- We've launched new services and outgrown our existing space.

We are therefore seeking to appoint a full-time Operations Director to lead and strengthen the operational life of the church. This role will be pivotal in ensuring this new growth is sustainable, strategic, and Gospel-focused.

Purpose of the Role

To lead and manage the operational life of Melksham Church, creating systems, structures,

and culture that enable mission and ministry to flourish; to help us move from 'startup' to 'scale-up'!

The Operations Director will work strategically alongside clergy, PCC and wardens to shape the future of the church and lead areas including operations, finance, buildings, HR, governance, events, and communications.

This is a new role for our team, which offers considerable scope for development and expansion, and as such the following description may be tailored for the right candidate.

Key Responsibilities

- Provide strategic leadership alongside clergy, helping shape church vision, values, culture, and team life.
- Oversee day-to-day operations across buildings, staff, systems, and Sunday logistics.
- Manage and improve administrative systems (including ChurchSuite), ensuring compliance with GDPR, safeguarding, H&S, and other statutory requirements.
- Work closely with the Treasurer to manage budgets, and streamline the church's financial systems, expenses, and reporting with the use of accounting software.
- Line manage administrative staff and oversee HR processes, including recruitment, policy management, and DBS checks.
- Facilitate the onboarding, training, and support of volunteers, fostering a culture of serving across teams.
- Manage the use, maintenance, and improvement of all church properties, working closely with wardens and contractors.
- Assist with practical planning and delivery of Sundays (excluding service leading or preaching), midweek ministries, and one-off events, ensuring all aspects run smoothly.
- Develop and deliver a communications strategy across email, newsletters, social media, signage, and website.
- Promote Church House as a mission hub and community venue, supporting external lettings and local partnerships.
- Build and nurture relationships with local churches, community groups, charities, and other external stakeholders.
- Contribute to budgeting and financial oversight for facilities, operations, and events.

Person Specification

Essential

- Committed Christian with a vibrant, active faith and a heart for mission.
- Strategic thinker with leadership ability and pastoral sensitivity.
- Strong project and operations management experience.
- High capacity, organised and proactive — a natural and creative problem solver.

- Excellent communication and interpersonal skills.
- Proven ability to manage budgets, systems, and HR compliance.
- Experienced in working with volunteers, staff or contractors.
- Confident in using digital tools (e.g. Google Workspace, ChurchSuite, social media, accounting software).
- Willing to work with others including occasionally taking on less visible or glamorous tasks.
- Takes seriously the responsibility for safeguarding children, young people and vulnerable adults including attending safeguarding training.

Desirable

- Experience in church or charity settings.
- Skills in social media, design or video editing
- Knowledge of Church of England governance or structures.
- Background in community development or fundraising.
- Experience with building projects or lettings management.

Support & Development

We're committed to supporting the successful candidate in this role with:

- Regular prayer and spiritual support from the team and clergy
- A thriving congregation
- A dynamic and supportive staff team
- A faithful team of volunteers
- 1x annual retreat day and book allowance
- Funding for relevant ministry training or CPD
- Provision of a church-owned laptop, if required
- Flexible work environment with hybrid options

Other Information

This role has a Genuine Occupational Requirement (GOR) for a practising Christian.
Subject to enhanced DBS check, references, and right-to-work checks.

How to Apply

The deadline for applications is **Wednesday 8th October 2025**. Shortlisting will take place on **9th October**, with interviews on **Thursday 16th October**.

For an informal conversation about the role, please contact the Team Rector, Rev Charlie Thomson, at charlie@melksham.church or 07739 825099.

If you feel that you would fit well with our culture and values but don't think you yet meet all of the criteria of the role, we would still love to hear from you.

Whilst it is anticipated that this would be a full-time role, there is the potential for it to be offered on a part-time / role share basis and we would be happy to consider this.

To apply, please submit a completed application form, a covering letter to Rev Charlie Thomson, and your CV by email to charlie@melksham.church.

Please contact Charlie if there is anything you want to discuss or clarify about this post prior to applying.