



Leading your Church  
into Growth

---

# Finance & Operations Manager

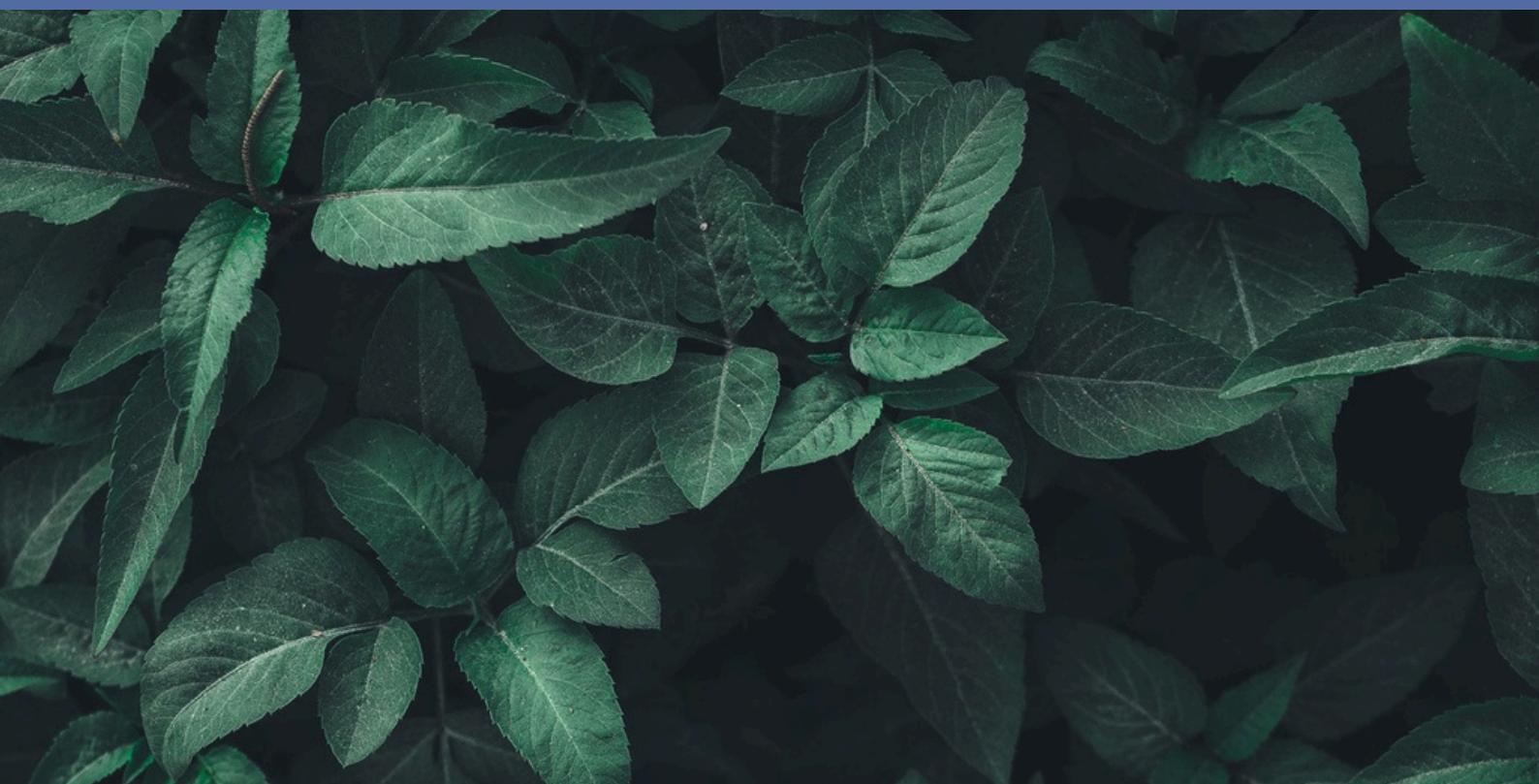
September 2025





# Contents

1. Welcome from Sue Cooke, National Director of LyCiG.....	3
2. How to Apply for this Role.....	4
3. Introduction to Leading your Church into Growth.....	4
4. “Step Up and Scale Up” - Our Vision and Strategy for the Future.....	5
5. Job Description.....	7
6. Main Terms and Conditions.....	11
7. Person Specification.....	12





## Welcome from Sue Cooke, National Director of LyCiG

I am delighted to have the opportunity to write this welcome to you as you consider applying to join the Leading your Church into Growth team at a pivotal point in the LyCiG story. During our 30 years of ministry as an organisation we have helped all different kinds of churches to believe that growth is possible and provided them with proven growth tools that have turned their vision into reality.

Building on this success, we are now partnering with the Church of England to more than double the impact of LyCiG. This will result in over 1000 parishes and over 3000 leaders being inspired and supported to grow their churches. We are transforming ourselves into a robust and sustainable charity, but still with the same LyCiG DNA. This role is crucial to the smooth running of our organisation.

We are looking for a team player who can work independently and with initiative. We are a small but very friendly staff team with a much bigger volunteer team and we really enjoy the opportunities we have to meet and work together.

I look forward to continuing the conversation if you decide to apply, and wish you every blessing as you explore this opportunity. Please do not hesitate to contact me if you have any questions at all.

**Revd Sue Cooke**

[sue@leadingyourchurchintogrowth.org.uk](mailto:sue@leadingyourchurchintogrowth.org.uk)

07392 762592

September 2025





## How to Apply for this Role

- To apply for this role, please email Revd Sue Cooke, National Director, with your completed application form. We will not be accepting CVs.  
**[sue@leadingyourchurchintogrowth.org.uk](mailto:sue@leadingyourchurchintogrowth.org.uk)**
- The closing date for applications is 5pm **on Wednesday 25<sup>th</sup> September 2025.**
- Interviews will be held on October 16<sup>th</sup> 2025 location to be confirmed.
- You must have the right to work in the U.K. to be considered for this role.

## Introduction to Leading your Church into Growth

- We are a national mission charity with a proven track record of helping churches to grow. Parishes that have sent their church leaders on a LyCiG course typically grow their worshipping community by 10% per annum above the national average and their under-18s worshipping community by 18% per annum above the national average.
- We currently have a small but growing staff team and a large and committed volunteer leadership team comprised of Bishops, Archdeacons, Diocesan Missioners and devoted parish clergy and laity, all giving their time for free.
- Over the years, LyCiG has worked to grow half the dioceses of the Church of England and also works with dioceses in Wales, New Zealand and Australia, and with the United Reformed Church and Methodist denominations. That said, our heart remains focused on the 'ordinary' parishes of the Church of England, where we do 90% of our work.



## “Step Up and Scale Up” – Our Vision and Strategy for the Future

The “Step Up and Scale Up” vision and strategy has emerged out of prayer and from more than thirty years of LyCiG learning, gleaned from participants, diocesan leadership and our own team of experts. We are delighted that LyCiG is now partnering with the Church of England through 2025 to 2027 and that we will be able to “Step Up and Scale Up” our national involvement thanks to generous funding received from the Strategic Mission and Ministry Investment Board (SMMIB). This exciting new partnership will enable us to scale up the work of LyCiG so that the impact of our work can be replicated in over 1000 parishes over the next three years. We will also deepen and expand provision for children and young people with specialist events and teaching, and by partnering with Youthscape who will bring their expertise and experience to our leadership team and courses.

This investment will enable LyCiG to grow its work, grow its core team and grow new income streams that will ensure it can become a more robust and sustainable organisation, securing its future and equipping it for the long term to help lead even more churches into growth.





# Job Description

**Job Title:** Finance and Operations Manager

**Based at:** Home-based (with national residential conferences and meetings)

**Hours:** 30 hours per week, 0.8 FTE

**Salary:** £24,000 – £26,400 subject to experience (£30,000 - £33,000FTE)

**Reporting to:** National Director of Leading your Church into Growth

## Job Purpose

To play a key part in the LyCiG Operations Team, by leading on our financial processes and providing efficient and effective administration and support for all Conference and other activities. Perform basic accounting duties, such as preparing simple accounts and budgets, cash flow forecasts, processing payments, and recording accounts payable and receivable. Line managing our Finance and Administration Assistant. Support LyCiG staff and volunteers as required, providing outstanding levels of customer service.

## Key Working Relationships With:

- LyCiG National Director
- LyCiG Associate Directors
- LyCiG Chair of Trustees and the Trustee Board
- All LyCiG staff and volunteers
- Diocesan Senior Staff Teams
- Leaders of LyCiG ecumenical partners
- Contractors and Suppliers

## Key Responsibilities:

1. Lead on the effective financial and business management of the LyCiG operation.
2. Support the National Director in developing, organising and administering LyCiG's programme of conferences and events.
3. Support the work of the C.I.O. Trustee Board, ensuring effective operation and compliance with Charity Law.
4. Manage and develop the resources and merchandise that are essential to the LyCiG operation.
5. Support LyCiG's communication processes, ensuring timely and appropriate communications across a range of different media.



# Key Responsibilities

---

## 1 **1. Lead on the effective financial and business management of the LyCiG operation.**

- Responsibility for the day-to-day oversight of the LyCiG finances and budgets, working with the Finance and Administration Assistant and Finance Committee.
  - Produce accurate and timely financial reports and cash flow forecasts as required.
  - Develop and track a detailed annual budget and a working three-year budget.
  - Liaise closely with the National Director and Associate Director to ensure that the SMMIB project is being managed within budget and to the agreed project deadlines submitting all SMMIB claims as required.
  - Assist the National Director, Associate Director: Resources and Chair of Trustees in exploring future funding possibilities for LyCiG, writing bids and producing supporting documentation as required.
  - Keep the bank accounts and all contracts under review ensuring best value for money.
  - Track and manage our Gift Aid claims.
  - Ensure all annual accounts and financial reports are prepared for submission to the relevant parties in a timely manner.
  - Line manage the Finance and Administration Assistant.
- 

## 2 **Support the National Director in developing, organising and administering LyCiG's programme of conferences and events.**

- Have overall responsibility for all conference and event administration, ensuring the smooth-running of all residential and online events.
- Use the Asana software for the management of all our events and conferences, refining the automation of processes as much as possible.
- Develop clear booking processes and payment plans for all conferences monitoring the timely receipt of payments in advance of and post conferences.
- Be the main point of contact for all conferences and events, both at the planning stage and during events.
- For national conferences and events, be responsible for advertising, bookings, catering, accommodation, event set-up and the provision of resources.
- Attend all national conferences, providing hands-on help and assistance to the conference leadership team.
- Support the recruitment processes, administration and development of the volunteer speaking team database, maintaining accurate and compliant records.
- Assist with the worship programme at conferences, taking part in services including reading, leading prayers and delivering homilies.



---

### 3 **Support the work of the C.I.O. Trustee Board, ensuring effective operation and compliance with Charity Law.**

- Administer the work of the Trustee Board, ensuring that meetings are planned effectively and administered efficiently.
- Produce agendas, supporting papers and accurate minutes for the Trustee Board meetings.
- Produce agendas, supporting papers and accurate minutes for the Finance Committee meetings.
- Ensure that all Charity Commission reporting requirements are met in a timely and effective manner.
- Keep the policies and procedures of the charity under regular review, updating and improving as required.
- Enable the charity to follow its agreed policies and procedures by delivering an efficient operation.
- Maintain the charity's risk register and update risk assessments as required.

---

### 4 **Manage and develop the resources and merchandise that are essential to the LyCiG operation.**

- Ensure that LyCiG resources and stock levels are well-managed.
- Ensure the timely preparation and ordering of the personalised manuals for all conferences.
- Keep the content of LyCiG resources and manuals under review, assisting with the design and production of new resources as required.
- Manage online resources and downloads.
- Oversee the effective production, promotion and distribution of LyCiG resources.
- Liaise with printers and designers of resources as required.



## 5 **Oversee LyCiG's communication processes, ensuring timely and appropriate communications across a range of different media.**

- Work with the Associate Director: Communications to manage the LyCiG website, ensuring that all content is engaging, relevant and kept up to date.
- Oversee the LyCiG social media platforms, identifying opportunities to create interest and share key messaging with LyCiG supporters and conference delegates.
- Help create and distribute Movement, LyCiG's monthly online newsletter.
- Support the National Director with communication to the Conference Speaking Team and the organisation of meetings and training as required.

You will also be expected to attend online weekly staff team prayer meetings and fortnightly whole team prayer meetings, leading them as required.

This role requires attendance at three national residential conferences and two full staff residential meetings per year. These are usually three day events. There may also be some ad hoc days of national travel and occasional overnight meetings.

***The main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's salary banding and whenever reasonably instructed.***





## Main Terms and Conditions

<b>Employer:</b>	Leading Your Church Into Growth
<b>Hours of Work:</b>	This is a part time role for 30 hours per week, working between Monday - Friday. There is some flexibility in working hours, with the agreement of the National Director.
<b>Term:</b>	Permanent.
<b>Salary:</b>	£24,000 – £26,400 subject to experience (£30,000 - £33,000FTE)
<b>Location:</b>	Home-based.
<b>Interview:</b>	Interviews held on October 16th, location to be confirmed
<b>Start Date</b>	As soon as possible, but can be flexible for the right candidate.
<b>Pension:</b>	NEST Pension Fund and LyCiG will contribute 10%. The employee may pay additional amounts into the pension scheme if desired.
<b>Holiday:</b>	25 days per calendar year (20 days pro rata) plus bank holidays (6.5 days pro rata). The holiday year runs from 1 January to 31 December.
<b>Expenses:</b>	All reasonable working expenses will be met at the agreed rates and in accordance with the Trustees' expenses policy. A laptop and mobile will be provided.
<b>Probation:</b>	This post will be subject to satisfactory completion of a probationary period of 6 months during which period performance will be reviewed regularly.

*There is a genuine occupational requirement that the holder of this post is a committed Christian.  
The Equality Act (2010) Part 1 applies.*



## Person Specification

Criteria	Criteria	Desirable
<b>Experience</b>  Experience of running large-scale conferences  Confidence with Mail Chimp, Eventbrite, Canva and GoogleDocs  Strong website and social media management skills  Regular member of a local church.  Experience of preparing accounts and budgets.	    *  *	  *  *  *
<b>Knowledge and Understanding</b>  Passionate about evangelism and church growth  Understanding of the Anglican Church and appreciation of its mixed ecology  A heart to work with all denominations e.g. U.R.C., Methodist Church  Knowledge of GDPR regulations  Proficiency with online databases  Knowledge of Xero financial software.	  *  *  *  *	  *    *  *
<b>Skills and Personal Qualities</b>  Able to support the vision and values of Leading your Church into Growth  Excellent planning and organisational skills  Able to work effectively without direct supervision  Detail-focussed and a completer finisher  Excellent written and verbal communication skills  An openness to learning and change  Ability to maintain confidentiality and act with discretion	  *  *  *  *  *  *	
<b>Qualifications</b>  Possession of the right to work in the UK  Full driving licence	  *  	   *