

Job Description



Role: Operations Lead (Ministry Enabler)

Employer: St John's Church PCC

Reports to: Vicar

Overview:

St John's Blackheath is a vibrant Anglican church rooted in the South East of London. Our church family is made up of people of all ages and varied backgrounds. Last year we launched a renewed vision: *Together following Jesus, together making disciples*. We are inspired about the future and excited, as the Lord has been so good to us.

The Operational Lead is an important new role at the heart of implementing this vision, responsible for keeping the church running smoothly, effectively enabling existing ministries to grow, and new ones to develop.

You will hold strategic oversight of compliance and the operational and organisational aspects of the church, while inspiring and equipping the staff team and volunteers to deliver our goals on the ground. You will play a full part in the worshipping community of St John's demonstrating your own commitment as a disciple of Christ. If motivated by efficiency, delivery of vision, supporting change, all driving towards more people knowing Jesus, we would love to hear from you.

You will work closely with a welcoming team, including the Vicar, churchwardens, staff team and volunteers. You will directly line manage the Church Administrator and work closely with the Vicar to support all staff to enable mission and ministry to flourish.

Key responsibilities:

Leadership – Collaborate positively and effectively with, and support, the Vicar in developing the actions and outcomes of our vision and values. To facilitate collaborations across the PCC, Vicar's Council and Staff Team.

Operations – Proactively enable ministries in line with the five "Pathways for Renewal" in a manner that reflects our shared values. Develop, implement and oversee systems, policies and processes to ensure compliance and to enable the smooth running of all church and charity activities.

HR & People – Be a team player, keeping an eye out for the staff. Lead operational HR functions including training and development, staff well-being. You will ensure our staff are not only well qualified for their roles but also supported to develop professionally and spiritually.

Projects – This role is varied and often you will oversee specific projects as directed by the Vicar and PCC, helping to bring the vision to life.

Communication – Provide oversight and be responsible for all the internal and external communications of the church to ensure these help to achieve the church's vision. This will include way to make the best use of IT systems, website and social media.

Finance – support the Treasurer and Church Finance Team in the oversight and communication of the church finances. The Operational Lead will, with the Treasurer and PCC, provide strategic oversight of financial resources to meet the church's vision.

Who are we looking for?

We are looking for someone who is organised, people-focused, excited about the renewed vision, and able to help the church thrive. If you have relevant experience and a heart for the role, we would love to hear from you.

Christian character and personal qualities

- Have a strong love and commitment to Jesus Christ as Lord and Saviour, be a mature Christian of godly character with a deep love of God's Word as the supreme authority and guide in following Jesus.
- To be dependent on God in prayer as the prime expression of our faith in one God, Father, Son and Holy Spirit.
- Commitment to, and agreement with, St John's Church vision and values
- Display spiritual gifts of leadership, service and administration
- A heart to share the gospel with those who do not yet believe in Jesus

The essential skills

- Experience in an operational, administrative or management role as a leader, including ability to motivate and implement change
- Strategic thinker with good organisational skills included short, medium and long term planning
- Ability to hold strategic priorities while attending to operational detail
- A collaborative leader who can build trust with leadership, staff team and the wider church
- An experienced delegator, used to pressure, and able to manage diverse expectations
- Strong written and verbal communications skills, including experience in creating high-level reports and presentations
- Experience of overseeing or working closely with HR processes and supporting staff and volunteers
- Experience of managing staff and / or volunteers
- Experience in negotiating with diverse stakeholders
- Ability to manage and deliver projects in a pastoral environment
- Highly motivated and driven self-starter, able to adapt quickly when priorities change
- Pastoral sensitivity to work with people above processes
- Willingness to take on tasks beyond the job description, as required, and for the good of the wider staff and church family

Desirable skills

- Experience in a church or charity environment
- Knowledge and understanding of The Church of England
- Understanding of charity law and regulations
- Experience with ChurchSuite or other church management/CRM software
- Professional training in a specific aspect of the role, such as HR, finance or health and safety
- Project or event management experience

Additional requirements

- Ability to work some evenings and weekends

- It is a **Genuine Occupational Requirement** (GOR permitted under Schedule 9, Part 1, of the Equality Act 2010) of this post that the post holder will be a Christian (and preferably a communicant member of the Church of England) in full sympathy with St John's church's aims, beliefs, vision and values. Your personal spiritual growth is important, and we will endeavour to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

Package

- **Workbase:** St John's Church, Stratheden Road, Blackheath, London, SE3 7TH
- **Hours:** Fulltime (37.5 hours per week) including some Sundays and evenings where required.
- **Salary:** £35,000-£45,000 based on experience
- **Annual leave:** 5 weeks plus bank holidays
- **Pension:** 5% of qualifying earnings plus a matching scheme of up to a further 2%
- **Appointment:** this post is subject to satisfactory references, proof of right to work in the UK and an enhanced DBS (due to the nature of working with minors and vulnerable adults)

Application:

We are excited to meet people who feel called to be part of St John's vision. If you sense that this role could be a place where your gifts, experience and passion can make a real difference, we would love to hear from you.

Please send your CV along with a covering letter that shows how your skills, experience and story connect with the heart of this role. You can submit your application to:

By email to eddie@stjohnsblackheath.org.uk

Please also include your current notice period. Successful shortlisted applicants will be invited to interview the week commencing 23rd March.

If you have any questions, or would like to discuss the role informally, please do get in touch.

Closing date: 18 March 2026

Appendix: Summary of Identity. Vision and Values

Identity (Who we are?)

We are an Evangelical church rooted in the South-East of London, made up of all ages, with a heart for the local community and world mission.

We are an Anglican church of the English Reformation, with our historic and continuing statements of faith found in the Thirty-Nine Articles, the Book of Common Prayer and the Ordinal.

We are a Bible centred church submitting to the Word of God as the supreme authority and guide in following Jesus in the whole of life.

We are a prayerful church as the prime expression of our faith and our dependence on one God, Father, Son and Holy Spirit.

Vision (Where are we going?)

‘Together following Jesus, together making disciples’

Five Priority Pathways we believe God is challenging us with, as we continue to grow as a parish church:

1. **Evangelism pathway**...everyone hears the good news of Jesus
2. **Discipleship pathway**...every follower rooted and nurtured in faith
3. **Worship pathway**...every gathering and every day a place to encounter God
4. **Fellowship pathway**...every individual loved and encouraged
5. **Service pathway**...every person equipped to joyfully serve

Values (What guide the way we do things?)

Value	Rooted in...	Explanation of movement
We want to be...	What guides how we do things around here...	
Family	Belonging	Moving from independence and exclusiveness towards friendship, belonging and sharing
Honest	Light	Choosing authenticity, openness, and integrity instead of pretence or superficiality
Generous	Overflow	Replacing selfishness, apathy, and withholding with servant-hearted compassion, joy, and love.
Courageous	Boldness	Facing fear, chaos, and control with hope, confidence, and faith
Respectful	Honouring	Choosing trust, accountability, and commitment over suspicion or criticism.