



Executive Director

Salary: £38,034-£43,607 (plus 8% pension contribution)

About Us

City Church was planted in September 2014 with the aim of reaching those who live, work or study in Manchester with the good news of Jesus. We are a growing church that trains and generously gives laborers to resource and plant churches in Manchester, the Northwest and beyond. By God's grace, we have grown from a launch team of 27 adults and 5 children to more than 460 adults and 80 children from 47 different nationalities today. It is our prayer (set out in our 10 year vision document) that we will grow to 500-750 adults by 2027 in order to be a hub church that trains and resources ministry throughout the city and our region.

City Church meets at Elliot House on Deansgate in the city centre. We have our offices at Methodist Central Hall also in the city centre. We have 14 members of staff who work out of the City Church offices. We are a close knit team who meet regularly for training, discussion, reflection, and prayer.

The Role

The Executive Director will be responsible for mobilising and equipping staff and volunteers to serve the church and its mission. The core ministries of the church are organised around four overlapping circles: Sunday Worship, Resource and Outreach, Operations and Discipleship. Each circle has a circle leader and the Executive Director will have high level oversight of all four circles with responsibility for ensuring that the circle leaders are equipped, trained and envisioned for what they are to do. The Executive Director will have more hands-on responsibilities with the Sunday Worship and Operations circles. The Executive Director will have particular responsibility for spearheading innovation, building and monitoring structures and processes and providing training and encouragement for staff and volunteers throughout the church.

The role would be ideal for someone looking to move from a senior management position outside the church and use the gifts and skills they have acquired to further Kingdom purposes within the church. It may be suitable for someone considering early retirement or a career change. We cannot promise that it will be less work than your previous career but we believe it will be rewarding and energising.

The Executive Director's main duties will be:

- Working with the Pastors and Senior Leadership Team to formulate strategy
- Building and monitoring structures and processes for the implementation of the church's strategy
- Discipling and training ministry team leaders

- Equipping and resourcing ministry teams
- Training and monitoring the use of IT systems
- Overseeing the work of the Deacons
- Supervision of our Operations Manager, integration coordinator and some interns
- Working with the Finance Team to prepare budgets and monitor financial health of the church
- Working with the Data Protection Officer to ensure GDPR best practice and compliance.
- Coordinating and supporting the work of the Health and Safety and Safeguarding Leads

There is an Occupational requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Acts 2010.

The Person

The Executive Director will be appointed as either a deacon or an elder in the church.

Essential

- Godly character consistent with the requirements for an elder or deacon in 1 Timothy 3:1-13 and Titus 1:5-9
- Contagious love for Jesus
- A self-starter who prizes innovation and leading with vision
- A team player who is self-aware and able to harness others
- A pioneering spirit who thrives on new opportunities and is not afraid of change
- High levels of emotional intelligence
- Full agreement with the FIEC Doctrinal Basis and Statement on Marriage
- Willingness to submit to City Church Manchester's Doctrinal Distinctives
- Recognised track record in excellent training of others
- Recognised track record in volunteer management
- Recognised track record in building sustainable structures and systems
- Experience of complex project management
- Experience of budget setting and financial reporting
- Excellent IT skills
- Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.
- Good organisational skills to meet any deadlines as required throughout the church year.
- Commitment to learning new skills and personal development

Desirable:

- Experience working with Microsoft Teams
- Experience working with Church Suite
- Safeguarding and GDPR training
- Preference for tension over balance

An offer will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Remuneration package

The Executive Director will be employed on a full-time basis on a salary of £38,034-£43,607 with an 8% employer contribution to their pension.

Closing Date

The closing date for applications is 5pm on 20 June 2025. Interviews will take place on either 6-7 July or 11-13 July. If you are not available on either of these dates, please let us know in your application. The role will start on 1 September 2025 or as soon as possible thereafter.

You can complete an online application here: [Executive Director Application](#)

If you have any questions please contact Ralph Cunnington at
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