



# JOIN THE TEAM

## OPERATIONS MANAGER

**FULL-TIME**

[www.nelsonstreetchurch.org](http://www.nelsonstreetchurch.org)

  @nelsonstchurch



### **Location**

Nelson Street Church, Rochdale

### **Reporting To**

Senior Church Leader

### **Salary**

£29,500 - £32,500 (depending on experience)

### **Hours**

Full-time - 37.5 hours per week

### **Fixed Term**

2 years (renewable subject to funding)





## **Job Purpose**

The Operations Manager is an integral part of the Senior Leadership team.

They are responsible for ensuring the effective and efficient management of the church's administrative, financial, and operational functions. This role oversees key areas such as finance, HR, compliance, safeguarding, facilities, and event coordination to support the mission and vision of the church.

The ideal candidate will bring strong organisational skills, attention to detail, and a servant-hearted leadership approach.

## **Key Responsibilities**

1. Financial Management
2. Human Resources (HR)
3. Compliance, Governance and Safeguarding
4. Office and Facilities Management
5. Operational Oversight
6. Leadership and Administration





## **Person Specification**

### **Essential Qualifications and Experience**

- Commitment to the vision, mission and ethos of Nelson Street Church
  - Proven experience in operations, administration, or facilities management, ideally in a medium to large church, nonprofit, or similar setting.
- Strong financial acumen, including budgeting and payroll experience.
  - Understanding of compliance requirements (Health & Safety, GDPR, Safeguarding, etc.).
- Experience in HR processes, including recruitment and performance management.
- A leader of self, experience in leading of other leaders and working in Senior Leadership Teams.

### **Skills and Attributes**

- Excellent organisational and multitasking skills, with strong attention to detail.
  - Strong leadership and team management abilities.
  - Effective communicator, both written and verbal.
  - Problem-solving mindset and ability to work under pressure.
- Proficiency in office software (e.g., MS Office, Google Workspace) and church management systems (desirable).

### **Personal Characteristics**

- A committed Christian with a heart for the mission and values of the church.
  - Discreet and able to handle confidential information with integrity.
- Flexible, approachable, and willing to go the extra mile to support the team



## **How to Apply:**

Please submit your CV and a cover letter explaining your suitability for this role to [linda@nelsonstreetchurch.org](mailto:linda@nelsonstreetchurch.org)

**Applications close on Friday 30<sup>th</sup> May 2025. We will not respond to applications until the deadline has closed.**

If you have questions about the job,  
please contact  
[janie@nelsonstreetchurch.org](mailto:janie@nelsonstreetchurch.org)

**Job Title: Operations Manager**

**Location:** Nelson Street Church, Rochdale

**Reporting To:** Nelson Street Church Senior Leader

**Salary:** £29,500 - £32,500 (depending on experience)

**Hours:** Full-time – 37.5 hours per week

**Fixed Term:** 2 years (renewable subject to funding)

**Special Conditions of Employment:**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9 of the Equality Act 2010 and to be a committed member of the Nelson Street Church congregation (desirable).

The post will be offered to the successful candidate subject to an Enhanced DBS check, satisfactory references, and proof of eligibility to work in the UK.

---

**Role Context:**

Nelson Street Church is a vibrant Resource Church, based in the heart of Rochdale (10 miles northeast of Manchester). We are a Church of England church, with a remit to engage the younger generations and champion growth. We are also part of the HTB (Holy Trinity Brompton, London) network of churches. Our vision is simple – to love God, to love people and to make a difference.

We have 5 core values, central to our vision. We want our church to be:

**Spirit-Living**

We want every member of our congregation to be open to, led by and empowered with the Holy Spirit.

**Gospel-Sharing**

We want every member of our congregation, adults and children, to be trained and equipped to share their faith with those they encounter.

**Risk-Taking**

We want to encourage our congregation to step out in faith. In our culture we are encouraged to stay in our comfort zone, but it is hard to find a passage in the New Testament that does not involve the disciples stepping out in faith.

**People-Loving**

We want to make sure that everyone who steps into our building knows that they are welcome, wanted and loved. And we want to create an authentic community where people intentionally encourage, challenge and affirm one another.

## **Creative-Church**

Our God is the ultimate creator. We want our church to reflect this. We want to encourage artists, celebrate creativity, and support business entrepreneurs.

Since launching our Sunday services in September 2021, the church has grown quickly, to around 150 adults and 50 children and youth attending each month. Our building, a refurbished former night club and restaurant in the centre of Rochdale, hosts a variety of midweek activities. We are planning towards our first church plant in 2026.

Each member of staff plays a key role in contributing to the vision, with an emphasis on facilitating and equipping the congregation to live out the vision of the church. Our mission is bigger than any individual task but together our work contributes to the whole. As a Christian organisation, our faith is an integral part of our working culture.

---

### **Job Purpose:**

The Operations Manager is an integral part of the Senior Leadership team. They are responsible for ensuring the effective and efficient management of the church's administrative, financial, and operational functions. This role oversees key areas such as finance, HR, compliance, safeguarding, facilities, and event coordination to support the mission and vision of the church.

The ideal candidate will bring strong organisational skills, attention to detail, and a servant-hearted leadership approach.

---

### **Key Responsibilities:**

#### **1. Financial Management**

- Oversee budgeting, financial planning, and year-end accounts processes.
- Manage payroll in collaboration with external providers.
- Monitor income and expenditure to ensure adherence to financial budgets & policies.

#### **2. Human Resources (HR)**

- Lead on recruitment including onboarding, line-management and staff performance management processes.
- Ensure HR policies and procedures align with legal requirements and best practices.
- Support team development through training and well-being initiatives.
- To lead staff prayer times when Church Leader is absent.

#### **3. Compliance and Safeguarding**

- Act as the Head of Compliance, ensuring adherence to Health & Safety, Fire Safety, GDPR and Food Hygiene standards.
- Regularly review and update policies and procedures to meet current regulations.
- Oversee safeguarding protocols, ensuring the safety and protection of vulnerable individuals.



#### **4. Office and Facilities Management**

- Oversee the church office and manage its positive culture to ensure the smooth day-to-day operation of the church office and facilities.
- Manage the repairs, maintenance, cleanliness, and security of the church building and grounds leading the Caretaker, and a team of volunteers to do so where appropriate.
- Coordinate with suppliers, contractors, and service providers as needed.

#### **5. Operational Oversight**

- Develop and drive the church's annual operational calendar, helping assign resources to key events and activities.
- Oversee department heads, ensuring their work aligns with organisational goals and budgets.
- Provide operational support for conferencing and event management, ensuring excellence in service delivery. This will include managing and attending the church weekend away to Focus each year.
- Assist the Senior Leaders with Operational Aspects of Church planting including our planned plant in 2026. This will include contextualising the operational structures of Nelson Street Church to each church plant.

#### **6. Leadership and Administration**

- Collaborate with lead Pastors to align operational goals with the church's vision.
  - Alongside the senior leadership team, develop a strategy to lease Nelson St Church premises as a source of income
  - Provide regular reports on operations, budgets, and compliance to the rest of the senior leadership, church trustees and wider structures/networks.
  - Lead the review and implementation of new systems, tools, and processes to enhance operational efficiency.
  - Act as Company Secretary for our charity trustee board, including preparation of reports, attendance at meetings and taking of minutes.
- 

#### **Person Specification:**

##### **Essential Qualifications and Experience**

- Commitment to the vision, mission and ethos of Nelson Street Church
- Proven experience in operations, administration, or facilities management, ideally in a medium to large church, nonprofit, or similar setting.
- Strong financial acumen, including budgeting and payroll experience.
- Understanding of compliance requirements (Health & Safety, GDPR, Safeguarding, etc.).
- Experience in HR processes, including recruitment and performance management.
- A leader of self, experience in leading of other leaders and working in Senior Leadership Teams.



### **Skills and Attributes**

- Excellent organisational and multitasking skills, with strong attention to detail.
- Strong leadership and team management abilities.
- Effective communicator, both written and verbal.
- Problem-solving mindset and ability to work under pressure.
- Proficiency in office software (e.g., MS Office, Google Workspace) and church management systems (desirable).

### **Personal Characteristics**

- A committed Christian with a heart for the mission and values of the church.
- Discreet and able to handle confidential information with integrity.
- Flexible, approachable, and willing to go the extra mile to support the team.

---

### **Summary of Terms & Conditions of Employment**

<b>Employer</b>	Nelson Street Church Rochdale
<b>Term</b>	2 years (renewable subject to funding)
<b>Hours</b>	Full time - 37.5 hours per week, days subject to operational needs
<b>Manager</b>	Janie Cronin (Vicar)
<b>Probation</b>	Appointment subject to 6 month probationary review
<b>Pension</b>	Auto-enrolment scheme
<b>Annual Leave</b>	25 Days, plus bank holidays (taken in lieu if a Christian holiday)

---

### **How to Apply:**

Please submit your CV and a cover letter explaining your suitability for this role to [linda@nelsonstreetchurch.org](mailto:linda@nelsonstreetchurch.org)

Applications close on Friday 30th May 2025



# GROW WITH US?

Arise, Arise,  
I let my praise arise  
For you are Worthy  
For you are Worthy

Arise, Arise,  
I let my praise arise  
For you are Worthy  
For you are Worthy