



## Operations Director

**St Stephen's: Loving God. Growing Disciples. Transforming Communities.**

**Working hours** 40 hours / week

**Salary** £47-55k depending on experience

**Responsible To** The Vicar

### About St Stephen's

St Stephen's is a vibrant, growing Evangelical Charismatic Resource Church with around 500 adults, 100 children and 80 youth, supported by a committed staff and volunteer team. [St Stephen's](#). Our vision is simple: *Love God, Grow Disciples, Transform Communities*. Sundays sit at the heart of our life together, with three services that gather us for worship, teaching and prayer, alongside a wide and active ministry across generations and a strong commitment to serving and resourcing the wider church. With the launch of our four-year GROW Strategy (Autumn 2024), we are strengthening our operational priority to be faithful in our response to where God is leading us.

### Role Overview

The Operations Director is a key senior leadership role at St Stephen's, working as part of the Senior Leadership Team (SLT) and closely with the Vicar to ensure our vision and strategy shape our day-to-day priorities. This is a highly relational leadership role, combining strong operational expertise with collaboration, trust-building and a genuine care for people.

The Operations Director provides leadership across people, operations, finance, systems, buildings and strategic delivery, leading and developing an operations team. They hold both detail and the big picture, leading with agility and flexibility as we respond to the Holy Spirit, delivering operational excellence across staff, clergy, volunteers and governance.

***If you feel called to this role but do not meet each requirement to equal levels, we warmly encourage you to apply.***

### Key Responsibilities

#### Operational & Strategic Leadership

- Provide senior operational leadership so clergy, staff and PCC can focus on vision, discipleship and mission.
- Shape, implement and monitor strategy with the SLT, embedding clarity, prioritisation and continuous improvement
- Act as a point of accountability for day-to-day operational effectiveness.

#### People, Culture & HR

- Lead and develop the Operations team with clarity, care and accountability (as they work to enable the mission and ministry of the church)
- Oversee recruitment, onboarding, performance and people processes.



- Build and sustain a healthy, Christ-centred staff culture supported by clear policies and good governance.

### **Finance & Stewardship**

- Provide financial oversight in partnership with the Treasurer, Finance Committee and Bookkeeper.
- Lead budgeting, forecasting, reporting and financial controls.
- Ensure clear financial insight to support good decision-making and stewardship.

### **Systems, Data & Insight**

- Oversee digital, data and information systems, ensuring security, compliance and resilience.
- Develop reporting and insight to support strategy, ministry planning and governance.
- Ensure effective use of ChurchSuite, Planning Center and shared systems across staff and volunteers.

### **Buildings, Compliance & Risk**

- Provide strategic oversight of buildings, facilities and capital planning.
- Ensure compliance with safeguarding, health & safety, data protection and charity requirements.
- Maintain oversight of risk management and the church risk register.

### **Communications**

- Work collaboratively with the vicar to ensure oversight of internal and external communications, ensuring clarity, consistency and alignment with the church's vision and priorities.

### **Who We're Looking For**

- Has a personal Christian faith and is committed to the vision and life of St Stephen's.\*
- Is, or willing to become, an active member of St Stephen's Church.
- Brings senior operational leadership experience and sound judgement.
- Can balance strategic oversight with attention to detail.
- Leads people with integrity, warmth, clarity and accountability.
- Is comfortable leading with agility and flexibility in response to the Holy Spirit.
- Values excellence, strong systems and healthy governance.
- Has the right to work in the UK.

### **Working Pattern & Terms**

- £47-55K depending on experience.
- Full-time (40 hours per week).
- Willing to work occasional evenings and weekends for key events, courses, PCC and APCM meetings, and major seasonal services (with time off in lieu).
- Office based at St Stephen's Church Office, St Margarets.
- 25 days annual leave plus bank holidays.
- Workplace pension, life cover and retreat days.
- Six-month probationary period.
- Responsible to the Vicar

\*N.B. There is a Genuine Occupational Requirement (GoR) for the successful applicant to be a Christian and this GoR applies under the Equality Act 2010.



## What now?

If you would like to have an informal conversation with the vicar, Libby, prior to applying please contact [carolineharris@st-stephens.org.uk](mailto:carolineharris@st-stephens.org.uk) to arrange.

**How to apply:** Please complete the application form and submit it together with a supporting statement to [carolineharris@st-stephens.org.uk](mailto:carolineharris@st-stephens.org.uk)

**Closing date:** 18th February 2026

**Interviews:** Tue 3<sup>rd</sup> March