

Church Operations Manager

Location: Based in Wilmington, Dartford, with flexible remote working

Hours: 21 hours/week

Contract: Part-time

Salary: £13,900–£14,400 depending on experience

Reports to: Pastor and Trustees

ROLE OVERVIEW

Wilmington Community Church is at an exciting but demanding stage of growth. Our congregation, our community activities, and our premises are all expanding. With that comes a real and growing operational load. We are looking for a Church Operations Manager to take professional ownership of the practical and administrative life of the church, so that our pastor and church team are freed to focus on what they are called to: prayer, teaching, pastoral care, and mission.

This is a key, hands-on role overseeing buildings and facilities, health and safety, and communications, with occasional support to Finance and HR. Working closely with the Pastor and Trustees, you will help ensure the smooth, safe, and sustainable running of the church. We are looking for someone proactive, organised, and ready to take initiative and make a real impact.

ABOUT WILMINGTON COMMUNITY CHURCH

Wilmington Community Church is an independent, growing church committed to following Jesus and serving our local community with warmth, integrity, and generosity. Governed by a local board of trustees, we are focused on building a sustainable, well-run church that serves both our congregation and neighbourhood effectively. We are also blessed with extensive premises, and managing them well is central to enabling and supporting our mission.

KEY RESPONSIBILITIES

Property & Facilities

- Oversee day-to-day management of church buildings, including maintenance, cleaning, and utilities.
- Work closely with the Events Manager and Teams Coordinator to ensure smooth coordination of building hire, insurance, and relationships with contractors and suppliers.

Communications & Systems

- Lead and coordinate all church communications, including website, social media, email updates, Sunday notices, and event promotion.
- Oversee effective use of ChurchSuite (or equivalent system) to manage membership, groups, events, and check-in processes, ensuring accurate and consistent data management.

Finance & Administration

- Provide support for budgets, purchasing, and financial controls.
 - Assist with HR and volunteer records, safe recruitment, and volunteer induction processes.
- Note: This role does not hold final financial or HR authority but provides essential administrative and operational support to the relevant leads.*

Strategy & Governance

- Work with the Pastor and Trustees to design and implement efficient, sustainable operational systems aligned with the church's mission and growth.
- Proactively identify and address operational gaps as the church continues to grow.

ABOUT YOU

You will be a proactive and highly organised operations professional with experience managing facilities, compliance, or administrative systems in a busy environment.

You will bring:

- A committed Christian faith and willingness to engage in church life.
- Proven experience in operations, facilities, or administrative leadership.
- Strong understanding of Health & Safety and compliance requirements.
- Confidence managing contractors, suppliers, and external stakeholders.
- Excellent communication and interpersonal skills.
- Strong digital capability, including systems such as ChurchSuite, websites, and social media tools.
- A high level of discretion, integrity, and emotional maturity.
- The ability to work independently while engaging effectively with senior leadership.

Personal Attributes

- Proactive, reliable, and solutions-focused.
- Highly organised with strong attention to detail.
- Calm and effective in a varied and fast-moving environment.
- Collaborative and relationship-oriented.
- Comfortable working within a faith-based organisational context.

ADDITIONAL INFORMATION

- An **Enhanced DBS check** is required for this role.
- The role will be reviewed and adjusted in consultation with the Pastor and Trustees as the church's needs develop.
- There may be some overlap with existing roles; this will be clarified during the recruitment process.

HOW TO APPLY

Please send a short covering letter and your CV to the address below. Your covering letter should explain why you are interested in this role and how your experience equips you for it. We would love to hear from you.

Email: office@wilmingtoncommunitychurch.co.uk

We look forward to hearing from you.