

ST JOHN'S CHATHAM

DIRECTOR OF OPERATIONS



JOB DESCRIPTION | DIRECTOR OF OPERATIONS

Role: To provide leadership and management for operational activities for St John's Chatham ensuring its assets are managed and maintained to support the growth of the church community in its mission to the parish and beyond. To develop the St John's Chatham building as central and integral to the community; open and accessible to community groups, visitors and local businesses, including income generating activities that support our future sustainability.

Location: St John's Chatham, 18 Railway Street, Chatham ME4 4JT

Reporting to: Senior Church Leadership

Hours of work: 20hrs per week (*may include some evening and weekend working*)

Salary: £40,000 - £50,000 pro rata per annum.

Contract: Permanent Part-time.

1. Overview of St John's Chatham

St John's Chatham is a growing Christ-centred community seeking transformation through the love of God by the power of the Holy Spirit. We are passionate about seeing lives and communities transformed by the love of God, drawn into relationship with Jesus Christ and empowered by the Holy Spirit. We are committed to growing in love for God, for one another and for our wider community. We love Chatham and are privileged to be part of its holistic regeneration.

The church building is Grade II* Listed and in Autumn 2025 a major project concluded to restore and conserve the heritage of the building whilst also reordering and modernising its facilities. The building is now reopened as a place of worship for our growing church community and provides multi-functional spaces including:

- A range of meeting and activity spaces within the building
- Flexibility to offer conference and performance space
- A café servery offering scope for light meals and refreshments

2. Principal accountabilities

- Advancing the purpose and vision of St John's Chatham by:
 - Being an active member of the Core Leadership Team helping to lead through personal example and commitment to the church's vision and values.
 - Contributing to key leadership decisions, particularly as they relate to the operational life of the church.

- Providing line management and supervision as necessary including:
 - Recruitment of new staff, carrying out 1:1s and annual reviews, supporting and coaching individuals.
- Ensuring income generation targets are delivered by:
 - Identifying new opportunities to utilise the St John's Chatham building as a venue with spaces for hire.
 - Understanding the needs and opportunities in the area and marketing our hireable space accordingly.
 - Fostering and developing long-term relationships with new and existing customers, partners, and other stakeholders.
 - Balancing the drive to secure new income with the vision, purpose and values of St John's Chatham as a place of worship, ministry and mission.
- Manage the building and other assets to ensure smooth use of resources:
 - Organisational and practical support for church services, events, hire of space and use by community groups.
 - Ensure development and implementation of the Building Maintenance Plan including procuring and implementing maintenance contracts.
 - Development and oversight of the operational budgets and holding responsibility for authorising significant expenditure.
 - Managing volunteer teams for events and a selection of church ministries.
- Developing and ensuring the implementation of PCC policies, procedures and systems:
 - Development and maintaining of processes and policies.
 - Oversight of key operational policies including but not limited to Health and Safety, First Aid, Fire, HR and data-protection.
 - Knowledge of Church of England Safeguarding Guidelines and offering support to the Parish Safeguarding Officer and Vulnerable Adults Representatives in their roles.

3. Experience, knowledge and skills

The experience, skills and abilities, and general attributes sections below capture the desired requirements of the ideal post holder. No specific qualifications are required for this role however qualifications may be used as evidence of skills and experience as appropriate.

Experience

- Leading within a church or Christian missional context.
- Managing a venue or community asset with varied requirements and interests.
- Events planning including receptions, concerts, workshops and small conferences.
- Developing relationships with partners across various sectors.
- Running an income generating asset.
- Managing a charity or social enterprise.

Skills and abilities

- Collaborative leadership with the ability to share vision, build good relationships and delegate effectively.
- The ability to line manage teams and groups of individuals including volunteers.

- Entrepreneurial outlook with the ability to identify opportunities to maximise the assets of St John's Chatham to support our long-term sustainability.
- Excellent organisational skills and the ability to prioritise effectively, amidst competing demands.
- Financial literacy with ability to manage budgets and control expenditure.
- Excellent problem solving skills, pre-empting risks and a commitment to continued professional development.
- Working knowledge of standard software packages.

General attributes

- Passion for seeing the Kingdom of God advancing, bringing transformation to individual lives and to wider society.
- Commitment to the safeguarding of children, young people and vulnerable adults.
- A good understanding of the complex social and economic issues for individuals and communities in Chatham.

4. How to apply

Applications should be sent by email to office@stjohnschatham.co.uk and must be received by midday on Friday 12th December 2025. Interviews will be held in early January. Your application should comprise:

1. A completed application form available [HERE](#).
2. Two references and their contact details, one must be your church leader and the other must be a previous employer.

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

For further information and/or to organise a site visit, please contact Helen Masters (Church Administrator) at office@stjohnschatham.co.uk or 07595 075958.