



enabling effective outreach and discipleship among
children & young people

Dear Candidate

I started Thrive Youth Ministries in October 2011 as I was concerned about the statistics showing how young people were disengaging with Church across the country. More recently, our own research suggests that almost 80% of local churches do not have any provision for young people.

Thrive has a vision and strategy to not only see this reversed, but to see every church within our local region with a thriving youth (and children's) ministry.

Thrive is an independent charity, dependent on the generosity of individuals and local churches. We are at an exciting time in our history as we see ever-increasing opportunities to mobilise churches, to enable healthy leaders and to invest in the next generations.

Each year we work with over 60 different local churches through individual support and training events as well as with many children and young people connected to some of these churches. Our heart is to enable churches to be more effective and fruitful in sharing the Gospel with young people. We don't do youthwork *for* them, but we will do it *with* them.

As our work has grown, we have had to increase the size of our team to meet the growing need. As our team grows, so does the work! We are now in a position where we need someone with expertise in operations management to develop our systems and procedures to ensure that we continue to operate at the expected levels of quality, that Thrive has become known for.

We are looking to recruit someone who loves our vision and priorities, and can confidently develop the necessary structures and operations to enable the team to continue to grow in order for Thrive to move towards seeing its vision become a reality. The role requires excellent attention to detail, ability to create and delivery policies and to head up our safeguarding responsibilities.

If you are excited by this challenge, and you have the necessary skills, experience and a sense of calling then we would be delighted to receive your application.

If you would like to discuss the role informally, do get in touch.

Blessings

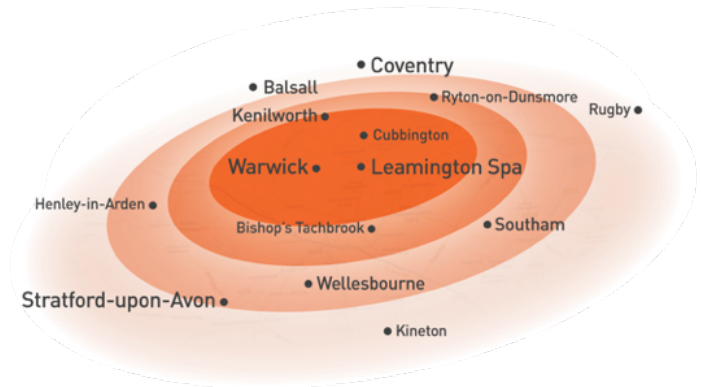
Andy

Andy Castle

CEO & founder

Thrive's vision is to see every church within our local area with a thriving youth ministry.

To see our vision become a reality, we realise we need to help churches with both their youth work and their children's work. Thrive offers support to local churches to be more fruitful in reaching out to children and young people, and seeing them come to faith in Christ. We want to encourage leaders in their discipleship of the next generation and we offer practical advice, training and skills as well as encouragement, nurturing and inspiration.



Our Mission

We seek to see our vision become a reality by focusing on three main areas:

MOBILISE

The Church

ENABLE

Healthy Leaders

INVEST

In the Next Generations

Thrive's leadership structure

Thrive is a small charity, trying to achieve great things for God's Kingdom across Warwickshire and Coventry. Our staff team spearhead the charity and are held accountable by the Board of Trustees who serve Thrive on a voluntary basis. The current staff team consists of:

CEO & founder - Andy Castle

Andy holds Thrive's vision & strategy development, as well as to lead all the youth ministry support for churches.

Children's Ministry Adviser – Fiona Stutton

Since taking up the role in May 2016, Fiona has worked alongside churches to help them develop their outreach and discipleship of primary school aged children.

Youth Mission Enabler – James Yates

James joined in September '21 to work alongside churches primarily through our Manifesto initiative.

Youth Events & Courses Lead – Tim Crummack

Tim has just joined the team and oversees our youth gatherings, including our Basecamp youth weekend, and our courses, including Youth Growing Leaders. He also oversees the development of our various leadership networks.

Youth Bus Outreach Worker – Isaac Lee

Isaac oversees the Thrive Bus, a double-decker bus, converted into a state-of-the-art mobile youth centre and enables churches primarily in Warwick to reach young people who would not choose to enter a church building.

Basecamp Co-ordinator – Kate Wallis

Kate works one day per week to ensure that our annual Basecamp youth weekend takes place and flourishes.



Operations Manager

This position is a new role at Thrive Youth Ministries, and builds on the work carried out by our existing team over the past 14 years. Over this time, we have established some key systems and procedures, but we need someone to be able to take primary responsibility for the development and implementation of these structures.

We believe God wants us to continue to grow our team so we can better serve the churches in Warwickshire & Coventry. In order to do this we need to ensure that we have sufficient infrastructure in place to best enable the team to thrive.



Thrive's Core Values

Our core values are different to our beliefs and so examples such as a committed prayer life, Biblically based and loving, are seen as givens for all Christians.

Our five core values are what we want to see displayed, whatever we are doing. These should affect how trustees work together, how the staff team engage with one another and all that we do as we serve the Church across the region.

1. Courageous dependence on the Spirit (Galatians 5:25)
2. Making a Kingdom difference (Matthew 28:19-20)
3. Dynamic and life-giving (John 10:10)
4. Purposefully encouraging and building others up (1 Thessalonians 5:11)
5. Extravagant generosity (2 Corinthians 9:15)



Overall purpose of the Role

The Operations Manager of Thrive will be the backbone to enabling the Thrive staff team to be effective, safe and fruitful in the ongoing, developing ministry of Thrive. The role will focus on the following key areas:

Key Responsibilities

1. Finance

You will be responsible for the day to day bookkeeping and monthly reconciliation of Thrive's accounts, overseeing payroll and expenses and providing reports for the trustees.

2. Safeguarding

The Operations Manager will be the staff safeguarding lead, reporting to the Trustees' Safeguarding Team. You will ensure that our safeguarding policy remains current and adhered to in all circumstances.

3. Office Management

The role requires you to take responsibility for the upkeep of the team's office base, keeping peripherals in good working order, and maintaining consistent levels of supplies that are needed to keep the administration of the team functioning.

4. HR & Governance

You will ensure that Thrive maintains all of its policies, with regular reviews, and developing additional policies as they become necessary. You will work alongside the CEO in the recruitment of future staff members, overseeing the application process.

5. Database Management

You will maintain our growing contact management system (currently Salesforce) and provide a strategic oversight of how the team develops and uses the database.

6. Communications

The Operations Manager will keep Thrive's website and social media profiles updated and relevant, creating new content where needed and liaising with staff for future promotions. You will work in collaboration with the Fundraising Consultant on supporter communications and fundraising campaigns.

This role requires the ability to work both collaboratively and independently; to be good at creating and implementing processes and systems, to have an excellent eye for detail and to have excellent written communication skills.

Key Responsibilities

1. Finance

- Carry out the bookkeeping for Thrive's accounts and to consolidate in Liberty Accounts System.
- Oversee and run the monthly payroll for staff, liaising with the Finance Team on setting up and authorising payments.
- Process monthly Gift Aid claims.
- To process monthly expenses payments.
- To keep the CEO updated on the changing financial situation of Thrive.
- To provide reports for the trustees and the Finance Team.

2. Safeguarding

- Be the Safeguarding Lead on the staff team, working the with the Trustees Safeguarding Officer and Safeguarding Team.
- Conduct the day-to-day safeguarding requirements, including DBS checks, consulting with churches over safer recruitment of leaders engaged with Thrive and ensuring sufficient training is in place.
- To co-ordinate the safeguarding for all Thrive events and activities, in collaboration with the staff team.
- Maintain records of safeguarding concerns and actions taken.
- Ensure our policy remains compliant with government advice and guidelines, liaising with our advisory support from 31:8.
- Ensure all staff, trustees and volunteers are safely recruited.

3. Office Management

- Ensure that the office is structured, organised and managed to provide efficient and effective admin support.
- Create and implement systems and protocols to ensure that the work of the office is delivered to agreed standards.
- Review and co-ordinate the purchase of all goods and services, including insurance, to ensure cost effectiveness.
- Ensure all the administrative functions of Thrive are fulfilled appropriately.

4. HR & Governance

- Liaise with the CEO to ensure that job descriptions for any new posts are created and that existing job descriptions are kept up-to-date.
- Be responsible for managing the day-to-day HR needs of the team such as annual leave, TOIL and other absences.
- Oversee the application process for new posts.
- Oversee the induction of new staff.
- Ensure all necessary policies for Thrive are in place, regularly reviewed, in conjunction with the Board of Trustees, and effectively implemented, organising training where needed.
- Ensure all necessary risk assessments are written and followed.
- Oversee the Annual Report and Accounts, including writing specific sections.

5. Database Management

- Ensure records are filed and maintained accurately and securely.
- Enable staff to communicate accurately with different groups via the database using excellent database skills.

- Keep the different database platforms that are used, connected and consistent with the same up to date content (currently Salesforce, EmailOctopus and TicketTailor).

6. Communications

- Oversee the website, keeping the content fresh and current.
- Responsible for the social media profiles of Thrive and the Thrive Bus, populating regular content and building engagement with the followers on the different platforms (currently Facebook and Instagram).
- Enable Thrive to use different social media platforms as the need arises.
- Build good relationships with our supporter base, sending regular communications, in liaison with our Fundraising Consultant.
- Oversee the development of publicity, according to our branding guidelines.

7. Part of the Thrive team

- To provide the CEO with the necessary support to manage the daily demands on Thrive.
- To support other members of Thrive's staff team to deliver key events and courses, where needed.
- To play an active role in raising funds for Thrive, dedicating at least 10% of working hours to fundraising (training will be given).

8. General

- Report to the CEO through regular reviews and annual appraisal.
- Commit to personal development, including spiritual retreats, training and supervision.
- Attend Thrive staff meetings and vision & prayer days, as agreed with the line manager.

Person Specification

E=Essential D=Desirable

Christian Experience and knowledge:

- a. Committed and baptised Christian, involved in a local church (This role carries a Genuine Occupational Requirement) **E**
- b. To agree to uphold Thrive's core values **E**
- c. In agreement with the ethos and aims of Scripture Union **E**

Personal Qualities:

- a. Able to respect confidences and act with tact and sensitivity **E**
- b. Trustworthy and reliable **E**
- c. A can-do attitude **E**
- d. Able to organise and manage your own workload **E**

Skills:

- a. Able to lead effectively, think strategically and plan carefully **E**
- b. Good communication skills **E**
- c. A well organised manager who can take the initiative to get things done **E**
- d. Able to work well both autonomously and as part of a team **E**
- e. Liaise with suppliers to purchase equipment within budget and deadlines **D**
- f. Maintaining a database **D**
- g. Advanced skills on social media **D**
- h. Website development skills **D**
- i. Good attention to detail **E**
- j. Ability to set up schedules and keep to them **E**

Experience:

- a. Experienced in administration **E**
- b. Worked in a similar charity or local church role **D**
- c. Experience writing policies and procedures to comply with law/guidance **D**
- d. Running Payroll and bookkeeping **D**

Qualifications:

- a. Reasonable education competence, to an equivalent of A-level or higher **E**
- b. Relevant further educational qualifications **D**

Knowledge:

- a. Understanding of Thrive's mission and vision **E**
- b. Have understanding of safeguarding regulations and best practice **D**
- c. Have understanding of General Data Protection Regulation (GDPR) **D**
- d. Knowledge of local churches **D**

Terms and Conditions

Benefits

- 25 days holiday plus 8 bank holidays
- Pension scheme: we contribute 8% to the Government NEST pension scheme

Training and Development

- A full induction programme will enable a positive and successful launch into the role, including training in IT and systems used, introduction to Thrive's team, mission and values, etc.
- Thrive is committed to ongoing staff training and development, and will enable these to occur, dependent on specific needs.
- Personal and spiritual development - we want you to continue to grow in your walk with Jesus and to see your work as part of what He is calling you to do. You will be able to join in with staff retreat days, whenever possible. You will have up to 10 days per year to invest in your own spiritual and professional development, in agreement with your line manager.

Details

Contract: Permanent (subject to a six month probation period) and dependent on future funding.

Location: This role can be based at Thrive's office in Leamington Spa but could be undertaken as a hybrid position.

Hours of work: 37.5 hours/week. There will be a need for occasional evening/weekend work, which can be claimed as Time off In Lieu.

Responsible to: CEO

Salary: £35k per annum

All applicants must be committed to the aims, ethos and values of Thrive, to uphold its policies and procedures, and agree with the basis of faith of Scripture Union.

The role will require a successful DBS check to be carried out, have a right to work in the UK and satisfactory references received prior to commencement of the position.

How to apply

To apply for this role please email the following documents to andy@thriveym.org.uk

- a copy of your CV
- a covering letter, which includes answers to the following:
 1. Tell us why you are a good match for this role.
 2. How you are able to meet the expectations of the personal specification.
 3. Tell us about your spiritual journey and faith.
 4. What five words would your close friends use to describe you?
 5. Provide contact details for two references, which will be taken up prior to appointment. One should be your current employer, the other your church leader.

The closing date for applications is Monday 19th January 2026.