

We are *hiring!*

OPERATIONS DIRECTOR



Dear Candidate,

Thank you so much for your interest in joining us at Christ Church W4.

We are a growing Anglican church in West London with a deep sense that God is leading us into a new season of opportunity, fruitfulness, and impact. Our parish is full of life, diversity, and significant potential for both church and community growth—and we believe the right Operations Director will play a crucial role in helping us step boldly into all that God has prepared.

Our interim Operations Director has worked to establish strong systems, refreshed processes, and built confidence across our teams. They have laid some solid foundations and are now preparing to hand on the baton with warmth and enthusiasm, ensuring the next postholder can step into the role with clarity, support, and momentum.

We are now praying for an experienced colleague who can serve at a senior leadership level—someone who is passionate about enabling ministry, empowering people, and creating healthy operational frameworks that help mission flourish. This role is central to releasing staff and volunteers to thrive, shaping our culture of excellence and joy, and making sure our church functions with wisdom, care, and Spirit-filled intentionality.

One of the most exciting moments ahead of us is the upcoming building project at our Acton Green site, due to begin in the next few years. This redevelopment will open extraordinary doors for deeper engagement with our local community, expand our ministry capacity, and give us fresh ways to bless and serve our neighbourhood. As Operations Director, you will have a key part in helping us navigate this project and steward the incredible opportunities it brings.

Christ Church W4 is a prayerful, worshipping, Jesus-centred community, and we are looking for someone who shares these values—someone who can combine a reliance on the Holy Spirit with excellent professional insight, leadership, and organisational skill. If your heart stirs as you read this, and you sense that God may be calling you to invest your gifts in this season of our story, we would be absolutely delighted to hear from you.

We look forward to meeting you.

Warmly in Christ,



A handwritten signature in black ink that reads "Nicola Moy". The signature is fluid and cursive.

Revd Nicola Moy
Vicar, Christ Church W4



Our Vision: Welcome *home*

One church, three sites in West London, with a dream - to see all welcomed home into, and *transformed* by the love of God.

Our 'Welcome Home' vision statement reflects our desire to help call people back into God's loving embrace:

To Worship: To worship and enjoy God, being shaped, revived, challenged and nurtured.

To God: We exist to welcome each other home into God's radical, life-changing, saving love.

To Adventure: To be sent out joining God in great creative adventures which renew all things and call others home.

We long that all people would be confident that they are loved, accepted and valued by the living God, the Father –with God getting all the glory for all He enables us to become and do.

We worship Jesus in Spirit and truth, as people from all ages and backgrounds, and long for children and young people to live life in all its fullness, ministering to the whole church family.

We pray that our buildings bless the whole community, with space to meet God, make friends, and live like Jesus.

We adventure with God as our people become a movement of disciples, equipped to follow Jesus Monday through Sunday at home and in the workplace – this is how we change the world, because we did the 'ordinary' things well in partnership with God and all His children.



Essential Information

Job title: Operations Director

Reports to: Vicar

Line Manages: Senior Administrator, Premises Manager, Bookings & Business Manager, Communications Manager

Key Relationships: Clergy, Head of Worship, Subcommittee Chairs, PCC Secretary, Ministry Support Assistants

Location: Chiswick, London W4

Hours: Negotiable, 3-5 days per week

Salary: £50,000 - £54,000 FTE depending on experience and qualifications

Contract: Permanent, subject to a 3 month probation period

Start Date: Subject to negotiation with the right candidate

Key Purpose:

To lead on all aspects of church operations including finance, systems, people, premises and resources.

Ideally this is a full time position, with potential for negotiation for the right candidate. Although we would strongly prefer the postholder to be a regular member of the CCW4 worshipping community we will be pleased to discuss this. The regular term-time weekly pattern includes:

- Sunday gatherings at Turnham Green (9:30am, 6pm) and Acton Green (10:30)
- Tuesday morning meetings (senior staff, full staff and departmental)
- Thursday lunchtime communion gathering

We offer a variety of benefits including family friendly policies, pension, life assurance, relevant training and conference attendance paid for by the church.

The postholder must be available to work at Christmas, Easter and other key times in the church's calendar, as well as Annual Parish Church meetings, if required. If the postholder is part time, this will be discussed in advance.

There is an Occupational Requirement that the post-holder is a committed Christian, in accordance with Schedule 9 of the Equality Act 2010. The post-holder must have the right to work in the UK; we are not able to offer visa sponsorship for this role.

This role is subject to a satisfactory Basic DBS Check and Declaration of Suitability.



Chiswick, W4

Chiswick is one of West London's most vibrant and cherished communities—an area full of leafy streets, independent cafés, bustling high streets, and a strong sense of local pride.

It's a place where people genuinely know their neighbours, families linger in parks on weekends, and creativity and culture weave naturally through daily life. From the riverfront to the historic architecture, Chiswick offers a uniquely welcoming village feel right in the heart of London.

For those who love being part of an engaged, thoughtful, and energetic local culture, Chiswick is a truly wonderful environment. The community is full of young families, long-standing residents, and people of all backgrounds who share a desire for connection and a high quality of life. Schools are excellent, green spaces are plentiful, and there is a rich tapestry of opportunities for churches to bless, support, and partner with the neighbourhood. Many who work here find themselves quickly falling in love with the area's charm, rhythm, and relational warmth.

Although W4 property prices and rental costs are quite high, there are several nearby neighbourhoods—within easy reach of our church sites—offering significantly more affordable housing while maintaining good transport links. Many colleagues and church members live just a short train, bus, or cycle ride away. Wherever you settle, you'll find this community incredibly easy to feel part of and deeply rewarding to serve.





Job Description

This varied leadership role will have several evolving points of operational responsibility where wisely stewarding both people and resources are essential.

In partnership with the Vicar, the Operations Director will help steer the mission activities of the church to further realise its vision whilst maintaining a firm foundation of operational efficiency and effectiveness.

Key Responsibilities

- To serve on the Leadership Team, and to work collaboratively with the Vicar, other Senior Leaders and other ministry leaders, the Trustee Board (PCC) and its sub-committees, helping CCW4 to thrive and fulfil its vision.
- To take a lead in the management and care of the operations team, helping to develop, promote and champion a healthy staff culture and a cohesive sense of team.
- To support the leadership of the whole staff team in a similar way.
- Alongside the Vicar, to provide strategic direction, implementation and tactical support for all church operations, administration, and ad hoc projects, facilitating the necessary leadership and staff planning discussion.
- To be responsible for the management of the church's resources of buildings, people, IT & systems, and finances.
- To develop existing and new income streams for CCW4, ensuring ongoing financial health and growth of development funds to support current and new mission opportunities.
- To oversee church communications and communication channels.
- To continually develop effective, efficient, and flexible administrative processes, and robust and appropriate structures for leadership, management, and governance (including statutory compliance).
- To be responsible for compliance with all statutory and regulatory requirements from finance (with the Treasurer and Finance Team) to data (with the Senior Administrator) to Health and Safety and insurance (with the Premises Manager and Fabric Committee).

Broader Responsibilities

To be a positive culture setter. To be an active disciple of Christ. To work alongside other staff in wider ministry. To be a worshipper, supporting communal worship and prayer, both receiving for yourself and modelling that for others, helping young people to participate and lead. To be led by Jesus, knowing that you are accepted, secure and significant in his sight and that who you are is more important than what you do.



Person Specification

Operations is a key ministry in the life of the church and the right candidate is likely to see this as a spiritual act of service as well as a job to be done capably and well. As in Acts 6:3 this is a role for someone 'well respected, full of the Holy Spirit and wisdom'

The appointed candidate will have a demonstrable track record of successful strategic and operational leadership at a senior level; and be able to evidence leading strategic planning, delivering and embedding change, and managing resources to ensure effective and sustainable delivery - preferably in the church or charity sector.

They will be a strategic thinker with strong ideation, willingness to get their hands dirty, innovative and a 'can do attitude' as well as having good attention to detail and strong tactical and implementation skills.

The ideal candidate will be passionate about building the CCW4 community - from welcoming through to feeling part of the church and serving through volunteering - and will have:

- Church/charity operations management experience (paid or voluntary)
- Leadership experience
- Property and facilities management experience
- Project management skills and experience
- Financial awareness of the church or charity sector
- Volunteer recruitment/management experience

Person Specification cont.

<i>Category</i>	<i>Essential / Desirable</i>	<i>Specification</i>
Faith	Essential	<ul style="list-style-type: none"> • A vibrant Christian faith and commitment to personal spiritual growth and development. • A passionate commitment to pursuing the CCW4 vision and values, including full alignment with our theological position and practices
	Desirable	<ul style="list-style-type: none"> • Willingness to worship at CCW4 • Understanding of the structure of the Church of England
Professional	Essential	<ul style="list-style-type: none"> • Educated to degree level or equivalent work experience • Excellent time management and the ability to prioritise effectively • Excellent organisational and planning ability, evidenced through prior project management
Personal	Essential	<ul style="list-style-type: none"> • Approachable, self-aware, warm, and energetic personality. • Excellent interpersonal skills and experience of working with volunteers • Good communicator - able to share complex ideas to a wide audience • Trustworthy - able to handle confidential matters with sensitivity • Hardworking, self-motivated and with an ability to take initiative and make things happen.
Leadership	Essential	<ul style="list-style-type: none"> • Operational and strategic leadership • Line management experience, including working with volunteers • Previous work experience and knowledge of the church or charity sector
People	Essential	<ul style="list-style-type: none"> • Generalist HR employee lifecycle experience (including recruitment and reviews) • Able to have difficult conversations with wisdom and sensitivity, able to hold people to account and challenge well.
	Desirable	<ul style="list-style-type: none"> • Familiarity with an HR information system

Person Specification cont.

<i>Category</i>	<i>Essential / Desirable</i>	<i>Specification</i>
Buildings & Facilities	Essential	<ul style="list-style-type: none"> • Previous management of church/historic properties and facilities
	Desirable	<ul style="list-style-type: none"> • Building project management • Contracts management • Health and Safety, including risk assessments
Information Technology	Essential	<ul style="list-style-type: none"> • IT competent • Familiarity with ChurchSuite or another CRM system
	Desirable	<ul style="list-style-type: none"> • GDPR and data security • Experience with either Microsoft Office or Google Workspace
Finance	Essential	<ul style="list-style-type: none"> • Setting and managing budgets £<1m
	Desirable	<ul style="list-style-type: none"> • Experience in business development and customer service

Candidates should evidence these on their application form.

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017) and 'Protecting All God's Children' (2010) and the Diocesan Safeguarding Policy 'Promoting a Safer Diocese' 2023, Christ Church W4 is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

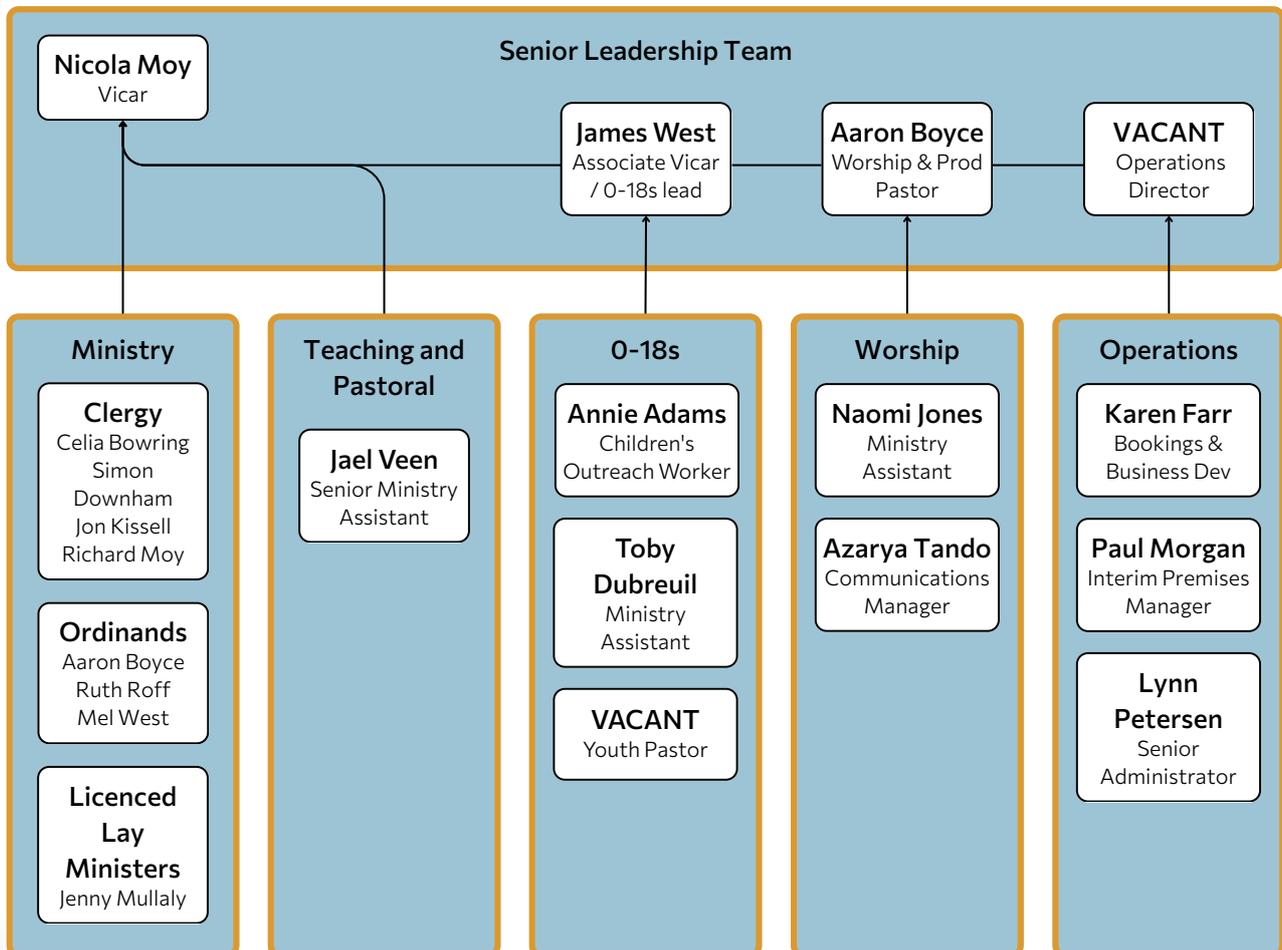
All staff are expected to adhere to this policy and training is provided.



Staff Team

CCW4 has a warm, committed and enthusiastic staff team who care deeply about the life, mission and people of the church and wider community.

We work collaboratively, supporting one another with trust, openness and a shared sense of calling, and we value both professionalism and genuine pastoral care in how we serve. Alongside the core staff team, we are blessed with a wider network of dedicated volunteers who bring energy, skill and faithfulness to specific areas of ministry and administration. Together, staff and volunteers form a supportive, relational team, united in seeking to serve the church and its community with excellence, generosity and joy.





Governance Structure

Christ Church is governed under the Church of England's parochial framework, with ultimate responsibility resting with the Parochial Church Council (PCC).

The PCC provides overall strategic direction for the church, oversees compliance with legal and regulatory requirements, and ensures that Christ Church is fulfilling its mission and ministry in line with its values and vision.

The PCC is supported by a number of subcommittees, each led by very capable and qualified volunteers, focusing on key areas of church life and operations:

- **Human Resources:** oversees staff recruitment, development, policies, and performance, ensuring the church maintains a healthy, supportive, and compliant workplace.
- **Fabric:** responsible for the care, maintenance, and development of church buildings and property, including the oversight of upcoming building projects. This also includes representation from the church's Eco Church group.
- **Finance & Audit:** manages budgets, financial planning, risk assessment, and ensures transparency and accountability in financial reporting.
- **Acton Green Development:** focuses on the planning and strategic development of the Acton Green site, enabling the church to engage more deeply with the local community and maximize the impact of its facilities.

This structure allows the PCC to provide clear oversight while delegating operational and specialist responsibilities to focused teams, ensuring that the church is well-governed, responsive to community needs, and well-positioned for sustainable growth.

The Operations Director is a pivotal role that serves as the bridge across all subcommittees to ensure cohesion and collaboration. While each subcommittee focuses on its specialist area, the Operations Director oversees operational delivery across all areas, making sure that no committee works in isolation and that all efforts are aligned with the church's mission and strategic priorities.

How to Apply

To apply, please complete the **Application Form** and return to the email address below.

A **Declaration of Suitability** must also be submitted alongside the completed application form.

We would appreciate you completing the **Equal Opportunities Monitoring form**, but this is fully optional.

Each of these are available on our website christchurchw4.com/jobs.

Application Deadline: by end of Sunday 26 April 2026

Notification: Friday 1 May 2026

Interviews: W/C 11 May 2026

For an informal conversation about the role, please contact the Vicar, Revd Nicola Moy (nicola.moy@christchurchw4.com).

Please send all completed forms to hrteam@christchurchw4.com.

We regret we may not be able to provide feedback on all applications.

