

## Operations Director

### Role Overview

- Role Title: Operations Director
- Hours: 4.5 days/week (Including Sunday mornings)
- Salary: £35,000 FTE
- Contract: Permanent
- Location: Across the scope of St Basil's BMO (Bishop's Mission Order), Devon (Office EX2 9UA)
- Reports to: Church Leader
- Leadership Level: Associate Team (Senior Leadership Team)

### Purpose of the Role

The Operations Director provides strategic and operational leadership to ensure that the governance, administration, project delivery and organisational systems of St Basil's Church operate effectively and sustainably. The role exists to translate vision into structure, enabling the church community to flourish in its mission and ministry.

Working in close partnership with the Church Leader, the Operations Director will help shape the direction of the church by ensuring that its activity is well-ordered, compliant, and aligned with its vision and values. This role requires someone who is energised by the adventure of a growing and evolving church, able to adapt systems and structures as the community develops in size, shape and mission.

The Operations Director will play a key part in building robust organisational foundations that support both present ministry and long-term growth, ensuring that creativity and innovation are matched by wise governance, strong administration and effective delivery.

## **Theological and Ministry Context**

At St Basil's we believe that operational leadership is a spiritual gift that enables the fruitfulness of the church. Administration and governance are not merely practical necessities; they are part of how God steers and sustains His people in mission. This role therefore carries both spiritual and organisational responsibility within the Senior Leadership Team.

We are seeking someone whose personal faith is lived and active, and who is able to bring prayerful discernment, wise judgement and servant-hearted leadership to the operational life of the church. Through this role, systems, structures and processes become a means of enabling ministry, supporting leaders and releasing the wider church community to flourish.

## **Scope of the Role**

The role integrates four interconnected threads of leadership: strategy, governance, projects and administration. Together these ensure that the church's vision is supported by robust structures, wise oversight and effective operational delivery.

The Operations Director will help cultivate a culture of possibility and creativity in the organisational life of the church, while also ensuring that decisions are sustainable, compliant and aligned with the long-term health of the community.

The Operations Director will provide line management and leadership for the operations team, ensuring staff and volunteers are well supported, coordinated and equipped to deliver the church's ministry effectively.

## **Core Responsibilities**

### ***Strategy***

- Partner with the Church Leader to discern, plan and implement strategic priorities over different time horizons
- Coordinate and align the different aspects of church life so that ministries and initiatives work cohesively and are well communicated
- Anticipate opportunities and risks, helping the church to respond with clarity and wisdom
- Contribute actively to the Senior Leadership Team, helping shape the future direction of the church's mission and organisational development

### ***Governance & Compliance***

Ensuring the church operates with integrity, transparency and strong compliance as a registered charity operating under a Bishop's Mission Order.

- Work with the Church Leader and Trustees to ensure that St Basil's operates in line with its obligations as a Charitable Incorporated Organisation (CIO)
- Support Trustees by ensuring relevant information is communicated clearly, meetings are effectively organised and actions followed through
- Oversee GDPR compliance, safeguarding, health and safety and insurance requirements
- Partner with the Finance Manager to ensure budgets are prepared, monitored and managed effectively
- Provide oversight of HR processes, including recruitment, onboarding, probation reviews, staff wellbeing and adherence to employment policies

### ***Projects & Development***

Providing leadership and oversight for key initiatives that shape the life and growth of the church.

- Oversee the planning and delivery of whole-church events, gatherings and initiatives
- Support the Church Leader in the development and implementation of new projects, such as new services, community initiatives, site developments or social enterprises
- Manage relationships with external stakeholders including contractors, local authorities and partner organisations
- Ensure that projects are delivered on time, within budget and in line with the vision and values of the church
- Encourage creative and faith-filled initiatives while also providing wise operational challenge to ensure projects are viable, sustainable and well-governed

### ***Administration & Operations***

Ensuring the day-to-day operational life of the church is well organised, clear and sustainable.

- Provide oversight and co-ordination of the operational planning and delivery of Sunday gatherings, working with ministry leaders and volunteers
- Lead the effective use and development of systems such as ChurchSuite to support communication and community life
- Oversee key communication channels (including e-newsletters, messaging platforms and website updates) to ensure the church is well informed
- Ensure financial processes are followed accurately, including expense processing, invoice management and coordination with finance systems
- Maintain well-ordered digital and physical storage systems
- Support the Church Leader and wider team with ad hoc operational and administrative needs as they arise

## **Person Specification**

We are looking for a spiritually mature and committed Christian (in line with the Occupational Requirement under the Equality Act 2010) who demonstrates a lived and growing faith, expressed through prayerful discernment, wise judgement and a servant-hearted leadership style. The successful candidate will be a strategic thinker with strong organisational leadership skills, able to hold both long-term vision and day-to-day operational detail in tension. They will bring relevant experience in charity, operations, project management or a comparable context, with the confidence to develop systems, lead processes and navigate organisational complexity.

They will have strong financial literacy and experience of managing budgets, alongside high emotional intelligence and the ability to build healthy, trusting relationships across staff, volunteers and external partners. As a senior leader, they will help shape the culture and spiritual health of the team, modelling humility, clarity and constructive leadership. They will be comfortable contributing to strategic discussions, engaging well in robust and respectful debate, and offering thoughtful, prayerfully considered insights.

Above all, they will be someone who can create clarity where there is complexity, enabling the church's vision and ministry to flourish through well-ordered, sustainable and mission-aligned structures.

## **Measures of Success**

Success in this role will be seen through the development of robust and compliant governance structures, clear and sustainable operational systems, and the effective delivery of projects and initiatives that support the church's vision. The Operations Director will help create an environment in which staff and volunteers feel supported, well organised and able to focus on ministry and mission.

Over time, the role will contribute to the long-term health and sustainability of St Basil's by ensuring that growth is underpinned by wise structures, good stewardship and clear organisational leadership.

## **Employment Details**

- Probation period: 3 months
- Holiday: 25 days per annum plus bank holidays (pro rata).
- Working pattern: 4.5 days/week, including Sunday mornings. Friday/Saturday off.

## **Occupational Requirement**

This role has an Occupational Requirement to be a practising Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010. We also ask that the successful candidate, if not already, becomes an active participant in the life of St Basil's Church.

## **A Final Word**

We are seeking a gifted leader who is excited to help build strong operational foundations for a growing and pioneering church community. This role sits at the heart of how St Basil's lives out its calling, ensuring that vision is matched by clarity, creativity by sustainability, and faith by wise and effective organisation.

If you are energised by the opportunity to serve the mission of the church through excellent leadership, thoughtful governance and creative operational development, we would love to hear from you.

## **How to Apply**

Please send a CV and cover letter explaining why you are interested in the role to [hello@stbasils.church](mailto:hello@stbasils.church)