



Andover Parish

Operations Director

Profile

Title	Operations Director
Reports To	Rector of the Parish of Andover
Location	Andover, Hampshire
Salary	£32,000-£40,000
FTE	Full time preferred, part time considered.
Annual Leave	26 days plus Bank Holidays, pro rata.
DBS	DBS required
Special Condition:	This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010
Start Date	As soon as possible

Vision

We are one church family across Andover seeking the presence of God, rooted in Word, Spirit and Sacrament, and sent to make disciples, plant congregations, and seek the good for our town and villages.

Context

The Parish of Andover is a growing multi-site church serving the town and surrounding villages through several congregations, of a variety of traditions. We are committed to mission, discipleship, evangelism, church planting, raising leaders and social transformation.

We have an extensive social action mission delivered by 'Lighthouse' building on strong links with the NHS, Town and Borough Councils and other charity and corporate organisations.

This role provides strategic leadership to the Parish and clergy in supporting the vision for growth and ensuring strong governance, efficient systems and professional operational delivery.

We are looking for an organised, energised, detail orientated and pro-active person with a proven history of strategic leadership with strong administrative skills including high levels of IT literacy, written and verbal communication skills. You will oversee the effective use, security, and development of the parish's IT and digital systems, ensuring they support communication, administration, and mission delivery.

You are experienced in working alone and in a team. You will join a friendly and committed staff team supporting the mission and ministry of the parish fuelled by prayer, laughter and cake.

Purpose of the Role

To support the Rector operationally to deliver the strategic vision and mission of the Parish by providing operational leadership and management to the Parish Staff Team ensuring that its churches, buildings, support staff and resources are effectively managed.

The Operations Director leads the day-to-day management of parish operations, ensuring coherence across the seven congregations, various ministries and numerous events, and multiple church sites.

Key Responsibilities

HR

- Manage and deliver the HR systems, in consultation with legal advisors, including recruitment, induction, probation, appraisal and exit interviews, all contractual matters, policies and procedures
- Line manages the administration team including the Office Co-ordinator, Facilities Co-ordinator, PA & Safeguarding Administrator, Parish Administrator

Governance

- Administer the governance of the Parish including supporting the PCC Secretary and ex-officio on PCC, Standing Committee, Finance & Stewardship Committee, and Fabric Committees
- Manage commercial agreements e.g. hire agreements, long term professional contracts etc.
- Data Protection Officer

Finance

- Work closely with the Treasurer and Finance committee to develop and manage the budget, create long term forecasts and financial sustainability plans and support the creation of a fundraising strategy. The Treasurer remains the PCC's financial officer; the OD ensures financial administration, reporting, and budget management processes are professionally executed
- Strategic oversight of fund-raising and grant applications

IT and Digital Systems

- Provide strategic oversight of the parish's IT and digital infrastructure to ensure it supports effective communication, administration and mission delivery
- Maintain and develop systems such as Microsoft 365, ChurchSuite, ExpensePlus and parish websites, ensuring they are secure, up to date and fit for purpose
- Oversee data storage, cybersecurity, and regular system backups in line with GDPR and diocesan guidance
- Manage IT suppliers, contracts, licences and budgets in consultation with the Rector and Treasurer.
- Support staff and volunteers in using digital tools confidently through guidance, documentation and training

- Lead or coordinate digital development projects that improve efficiency, collaboration and reporting across the parish

Fabric & Estates

- Oversee the strategic development and implementation of the fabric and facilities needs of the Parish, day to day management of the Facilities Co-ordinator

Volunteer Management

- Promote, support and encourage a culture of volunteer engagement across the Parish

General Intent

- Project Management for specific tasks and projects as agreed with the Rector
- Research and implement strategic decisions that support the improved operation of the Parish such as new software, process' and protocols as agreed with relevant team members and / or Parish stakeholders
- Lead communication to all teams and functions around the office to ensure that staff and clergy teams are aware of all activities and progress.
- Share your learning generously within the staff and wider church community and to look for opportunities to resource others through your ministry
- Keep accurate records for reporting to Diocese and PCC
- Manage and communicate effectively with stakeholders and other professionals such as architects, civic leaders, Diocesan leaders etc.
- Attend the annual staff team retreat and any other relevant team-wide training as may be required
- Attend staff team meetings on Tuesday mornings

Person Specification

- Committed, church going Christian with a vibrant lived faith
- Passionate about our Vision and the work of Andover Parish
- Committed to following all parish policies and procedures
- Experience of line management & project management
- Experience of creating a strategy and managing a budget
- Confident and quick thinker, with the ability to analyse complex issues quickly and offer solutions
- Proven ability to prioritise, manage workload and delegate effectively
- Excellent organisational, interpersonal and collaborative, written & oral communication skills
- Flexible, proactive team player with a good sense of humour!
- Good understanding of IT systems, ICT literate and strong Microsoft 365 skill set

Working Pattern

This is a permanent position for no less than 4 days a week, we will consider home working 1 day a week. It is likely to include 1-2 evening meetings per month.

Application

We are looking to fill this role as soon as possible so will interview on a rolling basis. If you have any questions, or to apply with CV and cover letter please email marina.colville@andoverparish.org.