



Operations Manager

Location:	Clerkenwell, London EC1R 0EA
Hours:	This post is full time and permanent
Salary:	£35k - £41k depending on experience
Reporting to:	Vicar
Annual Leave:	25 days plus bank holidays
Applications:	Covering letter with CV to operations@inspirelondon.org

Background

Inspire Saint James Clerkenwell is a Church of England church with two services (11am and 4pm) and a congregation of around 230 adults and 100 children. The congregation is vibrant and diverse and passionate about sharing the good news of Jesus. At Inspire Saint James we place a high priority on biblical preaching, engaging the heart and cultural connection as we seek to apply the gospel to all areas of our lives.

Introduction to role

The Operations Manager plays a key role as a senior member of the Inspire St James team. Operational support of the worship and mission of the church is vital to the spiritual health and growth of the Church. The purpose of this role is to enable the Church to fulfil its vision for mission, ministry and worship through strategic oversight and management of all aspects of the Church's operations e.g. staff, finance, premises, and governance.

The Operations Manager has overall responsibility for the Operations Team and will work closely with all members of the team. They will also work closely with the Vicar. As this is a managerial role, it involves the direct line management of several members of the staff team.

They will also be part of the wider staff team in which we pray for one another, support one another and we help each other to achieve our purpose and lead our ministries. We meet weekly for team meetings; and daily for word & prayer. We want to have fun together, in a mutually supportive environment, as we follow Christ.

At Inspire Saint James, we recognise that each candidate brings a unique set of skills, experiences, and strengths to the table. As such, while we provide a comprehensive job description here outlining the core responsibilities for this position, we are flexible and open to adjusting the role based on the candidate's expertise and proficiencies.

1. Personal Qualities

The Operations Manager will:

- Possess a good personal and conversational manner and an ability to build rapport quickly with others
- Be self-aware, with mature and emotionally intelligent management skills
- Be practically-minded, always be looking for better ways of doing things
- Be a team player - able to galvanise involvement, delegate responsibility and be open to personal change, feedback and professional development
- Be self-motivated, able to work independently, setting priorities and managing day-to-day workload without close supervision
- Be prayerful and committed to serving others
- Be sympathetic to the beliefs and procedures of an Anglican Parish Church

2. Skills and Experience

The Operations Manager will:

- Possess good administrative and computer skills, including being fully conversant with G-Suite (Google), Microsoft Word & Excel and be able to maintain online databases
- Have experience working in an organisational management capacity with a proven ability to deliver to deadlines and service competing demands
- Be able to deal with difficult situations appropriately and with sensitivity
- Be able to think and act both strategically and operationally, with an eye for detail
- Be educated to a good standard, preferably at least to A-level standard
- Be able to effectively manage staff and volunteers and possess strong leadership skills
- Possess good working knowledge of HR practice and financial management

Desirable:

- Knowledge of accounting processes and software, specifically Xero.
- Understanding of the church and charitable sector
- Understanding of Church of England structure and heritage buildings
- Experience of business management

3. Key Responsibilities

The duties include:

Operational Management

- Oversee the effective organisation and implementation of ISJ's strategic vision
- Provide leadership and management of the Operations Team, including line managing several staff members
- Oversee large project management and implementation
- Work closely with the Venue & Buildings Manager to ensure a coordinated strategy when it comes to building development and deployment of resources
- Monitor, develop and improve operational processes and infrastructure

- Chair staff meetings in the Vicar's absence
- Oversee the operational delivery of events & large services including, but not limited to, the church weekend away and Christmas services
- Liaison with the Diocese and relevant bodies regarding faculties and other permissions for works

HR

- Support the Vicar in the management and coordination of the staff team, promoting healthy relationships, clarity of vision and purpose, advance planning, and cohesive operation
- Oversee church-wide HR structures, policies and procedures
- Oversee the administration of staff recruitment, job descriptions and contracts of employment
- Oversee employee payroll, PAYE and pension arrangements
- Oversee staff holiday, sick and other leave arrangements
- Oversee appraisal, performance management, disciplinary and grievance processes
- Ensure thorough, GDPR compliant, record keeping

Finances

- Work with the Treasurer to provide accurate accounts and annual budgets
- Ensure the adherence of financial policies and procedures in liaison with the Treasurer
- Undertake monthly accounting on Xero
- Undertake quarterly accounts work e.g. Gift Aid claims
- Coordinate fundraising efforts and submit grant applications for building projects

4. General Terms:

- The role will be primarily office-based, with a focus on being present to manage and support others.
- This post will be a permanent contract. There will be a six month probationary period, during which the notice period will be one week, after this time the notice period will be 3 months.
- The post is full time 40 hours per week, excluding lunch breaks. Inspire St James operates core working hours of 9am - 6pm. Some evening and weekend work may be required. We are open to discussing the possibility of reduced hours, flexible start and finish times or compressed hours. We invite applicants to discuss their flexible job requirements at the interview.
- Salary package from £35K to £41K depending on experience.
- We will review your training and development needs within three months of starting in the role, and agree with you how to address them.
- Holidays – 25 days annual leave plus eight statutory bank and public holidays.
- Inspire Saint James offers several staff benefits including: health insurance, a Christian book allowance, regular social events including a weekly staff lunch, annual salary reviews and an enhanced pension package.

- Inspire St James operates a 'Bring Your Own Device' policy - providing funding for you to use your own computer at work
- Inspire Saint James is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.
- All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check.
- The Operations Manager is expected to participate in the running of church service activities and as such there is a Genuine Occupational Requirement for the post holder to have a Christian faith (Equality Act 2010).

To apply:

Please supply to operations@inspirelondon.org

1. A cover letter highlighting your relevant skills and experience and expressing what excites you about the role.
2. A corresponding CV limited to two pages.

Deadline: 30th April 2026. Submissions will be reviewed promptly upon receipt and interviews will be conducted on a rolling basis.

Start date: between June and September 2026, subject to availability