

Church planting Operations & Support Manager

Barrow in Furness Deanery

Barrow-in-Furness



rising faith
BARROW

Job pack & role description
May 2026

Revitalisation & Planting Operations Support Manager

Diocese of Carlisle (Planting & Revitalisation programme)

1, OVERVIEW

As a key element of the Cumbria Way programme, the Diocese of Carlisle is excited to be piloting **Church Planting & Revitalisation** in the town of Barrow in Furness.

Rising Faith Barrow is a town-wide initiative to revitalise the mission of the church in Barrow, through planting new congregations, revitalising churches in several key locations and supporting the development of church based missional chaplaincy to the town centre and BAE community and grow the evangelism of local churches, supported with funding from the national church Diocesan Investment Programme.

Working with the Project Lead (Rural Dean, Rev. Robin Ham) the **Operations Manager** role will be vital in resourcing local churches for the mission God is calling us to, here in Barrow over the next five years by providing operational and project support.

The post is a new 0.8fte role, based at St Paul's church, considered a resourcing church within the Cumbria Way programme, and serving each of our project churches to develop their programmes to renew mission.

The role will offer the right candidate a stimulating and dynamic opportunity to use their operational, managerial and organisational skills to support our local churches to launch and sustain new mission in new ways, working in a Christian context with prayer at the centre.

Job Title	Rising Faith Barrow Revitalisation & Planting Operations Support Manager
Location	Based at the offices of St Paul's Barrow (Hawcott Lane, Barrow-in-Furness) with occasional work at other churches in the Deanery as required.
Reporting to	The Revd Robin Ham (Rural Dean and Project Lead for Rising Faith Barrow)
Department	Barrow Deanery, Rising Faith Barrow (DIP planting & revitalisation programme)
Other	Part Time (0.8fte) subject to successful completion of 6-month probationary period.

2, PURPOSE & DESCRIPTION

The Carlisle Diocese planting and revitalisation programme is a new, pilot programme of work, funded for 5 years with support from the national Church.

To support the Rising Faith Barrow element of this programme, an Operations Manager, based at St Paul's will provide support to the Rural Dean and each of the local project leads to launch and the local projects and support their growth through developing supporting processes and capacity.

Based at St Paul's, you will be a part of the St Paul's church office, responsible to the Rural Dean (Robin Ham) attending St Paul's staff and prayer meetings and, when necessary, special events related to the revitalisation and planting programme. Occasionally, work onsite at other local churches will be necessary to support events related to the programme.

Key areas of work are likely to include -

- Events planning
- Venue hire
- Local training event planning and administration
- Implementation of Church management systems (e.g. Church suite)
- Developing & supporting grant applications
- Volunteer recruitment and co-ordination
- Comms development
- Support to develop safeguarding administration
- Report writing and project monitoring
- Budget tracking and administration

The role is a key part of our strategy to build enduring local capacity by developing systems, structures and local confidence that will last beyond the five years of the first phase of the Diocesan Investment programme.

3, JOB DESCRIPTION

General

- Providing administrative support to the Rising Faith Barrow (RFB) Project Leader to monitor and support the delivery of the overarching RFB revitalisation and planting goals
- Developing and maintaining effective communications systems to support project progress (including internal and external comms, updates and reports)
- Managing the project's interface with the wider community including managing external enquiries and producing and maintaining online presence and resources (including website, facebook and equivalent platforms)
- Facilitating DIP related payments from and to parishes/Diocese, maintaining appropriate records and working with the Diocesan Programme Manager and team to develop and maintain systems.

Admin & Governance

- Managing password protected data in accordance with data protection legislation (GDPR) including secure databases to be used for congregational mailings, communications and diocesan returns.
- Monitoring and managing locally help DIP funds and maintaining supporting records
- Attending, supporting the preparation for and tracking outcomes of RFB steering group meetings
- Supporting preparation and administration of other Deanery meetings as directed by the Rural Dean
- Maintaining records including agendas, minutes and other papers for other RFB related meetings and groups as necessary
- Overseeing budget requests, monitoring and producing reports for the Diocese and external partners

Local Church projects

- Supporting project churches to complete and submit relevant Parish Mission and Finance statistics (liaising with treasurers & wardens as needed)
- Supporting local officers, lay leaders and clergy to develop systems and resources to support growth (supporting with training and or set up as needed).
- Support with fundraising and safeguarding capacity development as needed
- Working alongside the planting teams to develop their plans for planting and revitalisations, ensuring good planning and best practice in terms of finance, governance and resource management.
- Working with local project clergy to develop a culture of continuous improvement through a focus on improving systems, processes and communication
- Working with the Rural Dean and project leads to develop volunteer leader capacity, confidence and engagement through training and development.
- Working closely with the PCCs and Wardens to oversee and ensure that the finance and governance of the church has clear, well-run systems
- Supporting the project parishes to develop and implement rigorous systems for data collection and management, safeguarding, planning and finance

Strategic & Programme support

- Working with the local project lead (Rural Dean) and Diocesan programme lead to translate high level strategy into executable ministry plans for ministry leads and staff.
- Producing quarterly project updates for (and with) each partner project
- Supporting recruitment and induction processes for related staff and volunteer leader, ensuring staff structures and posts meet the requirements of the organisation

Releasing Project Lead Capacity

- Organising and providing support to deliver major events such as conferences, training events and mission weeks, as agreed with your line manager.
- Overseeing communications both internally and externally on behalf of the RFB Project Lead (Rural Dean)
- Diary Management as needed

NOTE - As the project evolves, other related responsibilities are likely to develop which will be negotiated with your line manager and the Diocesan Planting lead at 6 monthly intervals.

4, KEY RELATIONSHIPS

The Ops Manager will work day-to-day as part of team including -

- The Rural Dean (line manager)
- The Planting Curate
- The St Paul's office team
- The Church Planting & Evangelism Enabler
- Youth & Children's Mission and Discipleship Enablers
- Pioneer Minister for Newbarns/Associate Minister St Paul's.

Other key relationships will include -

- Clergy & Lay Leaders from other churches
- PCCs and Wardens
- The Archdeacon of Westmorland (The Ven. Vernon Ross)
- The Diocesan Planting Lead and Diocesan DIP Programme Project Manager
- Revitalisation Priest (St James & North Barrow)
- Team Vicar (St George's)/Associate Minister (St Mark's).

Alongside this you will build relationships with our 'sister' planting and revitalisation projects in Carlisle and Derwent Valley to share ideas, learning and resources and foster best practice with occasional visits to other projects and meetings at Church House, Penrith. Travel costs will be reimbursed where relevant.

5, PERSON SPECIFICATION

Qualities	Essential	Desirable
Good written and oral communication skills	Y	
English Language and Maths at GCSE grade C/4 or above;	Y	
Experienced IT skills – competent in using Microsoft Office	Y	
Highly organised	Y	
A track record in administration, record keeping, scheduling, correspondence	Y	
Experience of Project Management		Y
An ability to ensure all required policies, procedures and best practice are in place	Y	
Ability and willingness to work positively with colleagues and volunteer staff to deliver programmes and events	Y	
A positive, can-do attitude	Y	
Ability to attend meetings in local project churches	Y	
Willingness to attend occasional evening meetings as required	Y	
An enthusiastic Christian, actively involved with a local church.	Y	
Knowledge and experience of grant funding and applications		Y
Experience of managing budgets		Y
Understanding of the Church of England		Y
Theological or pastoral training/experience		Y
Knowledge of Church Suite		Y
Experience of Safeguarding recruitment and processes		Y
Access to own transport		Y
Experience of working within a church, charity or relevant organisation		Y
Able to support St Paul's/Rising Faith Barrow's ethos & Christian culture statement	Y	
Ability to recruit, positively support and organise volunteers	Y	

6, SUPPORTING YOU

As a church and as the Rising Faith Barrow team, we are committed to supporting you by:

- Praying regularly with and for you and your work.
- Providing a supportive and collaborative staff team to work alongside.
- Providing regular line management and progress reviews
- Encouraging spiritual growth, including regular time for prayer, retreat, and training.
- Exploring opportunities for further training and development, including attendance at conferences and other leadership development
- Supporting relevant opportunities for professional development

7, TERMS & CONDITIONS

Salary	£31,795 (pro rata)
Employer	The Diocese of Carlisle
Pension	Church of England Pensions Board Church Workers non-contributory, defined contributions scheme (employer's contribution is 15% of salary).
Office base, team and resources	Based at the St Paul's Church Office (Hawcoat Lane, Barrow-in-Furness, LA14 4HD) with desk space, work laptop, phone and email, with the expectation of attending meetings and events at other churches in the Barrow area. Mileage costs incurred through your work are reimbursed at 45p/mile.
Annual Leave	28 days holidays (FTE) plus statutory Bank Holidays. Holidays to be taken in agreement with the line manager.
Hours	28 hours per week (0.8fte) with a flexi-time and TOIL system in operation. Applicants will be required to work occasional weekends and evenings for one off events and training.
A practicing, trinitarian Christian.	A practicing Christian: This post is subject to an occupational requirement that the post holder be a practicing Christian under Part 1 of Schedule 9 of the Equality Act 2010 i.e. a Committed Christian, the candidate being expected to be a regular participant in the worshipping life of a trinitarian church, able to uphold the ethos of St Paul's church (able to understand and express sympathy with the Christian ethos, mission, and ministry of our church).
Church attendance	The post-holder is expected to be an active member of a local church and will be required to attend weekly team meetings and prayer meetings at St Paul's in addition to regular attendance at the Sunday evening 'Firepit' gathering (fourth Sunday of the month) which gathers churches from across the Deanery
Car & Travel	The role is based in and around the town of Barrow in Furness. Use of a car would be helpful but is not essential. The successful candidate will be required to attend occasional meetings at Church House Penrith and engage in other events supported by the church including residentials and conferences (with costs reimbursed at 45p per mile).
Review	The post will be subject to a probationary period of 6 months
Notice period	3 months with notice given in writing
Safeguarding	The post-holder is expected to maintain high standards of personal and professional conduct and will need to promote and demonstrate current good practice related to safeguarding of children and vulnerable adults as well as the transparent handling of monies within the life of the church. Any offer will be subject to a successful enhanced Disclosure and Barring Service (DBS) check.

8, OCCUPATIONAL REQUIREMENTS

The role has a **Genuine Occupational Requirement** to be a practising Christian, in regular fellowship with a trinitarian church in alignment with the credal theology of the Church of England as permitted under the schedule 9, part 1 of the Equality Act 2010. As a member of the planting and revitalisation support team it will be necessary for you to be able to demonstrate prior experience of serving, volunteering, leading or otherwise being active in the worshipping life of a local church, commitment to supporting Christian mission and evangelism and membership of a local church.

9, SAFEGUARDING

The Diocese of Carlisle is committed to safeguarding children, young people and adults and our aim is to create protective and supportive environments where all people and especially those who may be vulnerable, are able to worship and pursue their faith journey in safety [and] to ensure that the parish is, at all times committed to safeguarding and promoting the welfare and safety of children and adults and especially those who are vulnerable and expects all officer holders and volunteers to share this commitment

Our PCCs have adopted the House of Bishops' *Promoting a Safer Church* safeguarding policy statement.

This role requires significant contact with confidential data (including safeguarding and details of children and young people) and will be subject to successful completion of an **enhanced disclosure** from the Disclosure and Barring Service (DBS). The successful candidate will be required to be committed to ongoing training and working with their Parish Safeguarding Officer to ensure all activities are planned, led and undertaken in line with the best and most up to date safeguarding practices

10, FURTHER INFORMATION

Further information about the vision of Rising Faith Barrow and our Diocese can be found here:

- https://www.facebook.com/risingfaithbarrow/?_rdr
- <https://www.carlisediocese.org.uk/>

For a conversation about the role, please contact Rev. Robin Ham (Rural Dean & Rising Faith Barrow project lead) by email at: Robin@stpaulsbarrow.org.uk .

Application forms, submission deadline for applications and details of how to submit your application are available from our Diocesan website: <https://www.carlisediocese.org.uk/vacancies/>

Interviews will be held on site, with representatives from the Diocese and planting project parishes and are likely to include a local tour, skills test and panel interview.