



St. Aidan's CUMBRIA

OPERATIONS MANAGER



1. OVERVIEW

The Operations Manager is a leadership role with a strong operational and administrative focus, responsible for ensuring that the practical, financial and organisational life of St. Aidan's Cumbria runs smoothly and effectively. Working closely with the Vicar and trustees, the post-holder will develop and maintain systems, processes and administrative structures that enable the church's mission and ministry to flourish.

This role combines strategic oversight with significant hands-on administrative work, particularly in areas such as financial management, compliance, systems management, and operational coordination. The Operations Manager will take responsibility for developing clear processes, managing information and reporting, and ensuring that the church operates in an organised, compliant and sustainable way.

The post-holder will be part of the Leadership Team and is expected to contribute to the wider leadership, culture, and spiritual life of the church.

This post is a new, fixed-term role advertised at 0.6 FTE, with the expectation that the role will increase in hours in subsequent years, including the potential to grow to 1.0FTE as funding increases. Not all areas outlined below will be prioritised at the same level from the outset, and instead describe the overall scope of the role. The Operations Manager will work closely with the Vicar to agree clear priorities, phasing responsibilities appropriately, and focusing first on those areas most critical to the health and sustainability of the church. As the role grows in hours, responsibility and scope will expand accordingly.

Job Title	Operations Manager, St. Aidan's Cumbria
Location	The Derwent Deanery, with work time split between home working and office-based working with the staff team (<i>currently at The Vicarage, with office space to be secured</i>)
Reporting to	The Revd John Freeman (Vicar of St. Aidan's Cumbria)
Department	St. Aidan's Cumbria (DIP planting & revitalization programme)
Other	Part Time (0.6FTE) fixed term contract for 4 years, subject to successful completion of a 6-month probationary period.

2. ABOUT ST. AIDAN'S CUMBRIA

St. Aidan's Cumbria is a new and growing church community in the northern Lake District, formed in response to a sense of God's call to see spiritual renewal across the towns and villages of the A66 corridor and the Derwent Deanery. We currently gather weekly at St Bridget's, Bridekirk, and are becoming a church family rooted in worship, discipleship, mission and community.

We exist to see God's Kingdom come in Cumbria as it is in heaven, as we follow Jesus, build Christian community, and contend for revival. We are a contemporary, charismatic and evangelical Anglican church, committed to being led by the Word and the Spirit, intergenerational and generous.

St. Aidan's Cumbria is supported through the Diocese of Carlisle's Diocesan Investment Programme (DIP), known locally as *The Cumbrian Way*. This five-year programme, funded in partnership with the national Church, seeks to revitalise and plant churches across Cumbria, building sustainable Christian communities and releasing renewed mission. As part of this wider initiative, St. Aidan's is developing the structures, leadership and capacity needed not only for its own growth, but to play a leading role in the planting of new churches and Christian communities across Cumbria.

This is a formative season for St. Aidan's. Our structures are in place, our vision is clear, and our focus is now on building sustainability, releasing mission, and growing capacity. Appointing an operational leader is a key step in that journey.

3. JOB DESCRIPTION

a. Operations and Administration

- Develop, maintain and improve operational and administrative systems that support the life of the church, including the use of ChurchSuite for rotas, planning and administration, and other digital systems that support communication, data management and team coordination.
- Maintain accurate records and databases for the church, ensuring information is organised, secure and accessible where appropriate.
- Oversee safeguarding administration in collaboration with the Church Safeguarding Officer and Vicar, contributing to a healthy safeguarding culture in line with Church policies and best practice.
- Support the smooth running of Sundays and key events through effective planning and coordination.
- Provide general administrative support to the Vicar and Leadership Team where needed, helping to organise meetings, documentation, communications and operational planning.

b. Financial Management

- Lead the day-to-day financial operations of St. Aidan's, working closely with the Vicar, Treasurer and Trustees.
- Oversee financial systems and processes, including bookkeeping, expenses, payments and financial controls, using the church's financial management software (currently ExpensePlus).
- Produce clear and timely financial reports.
- Support budget-setting, cash flow forecasting and longer-term financial planning.
- Support sustainable financial practices, including grant reporting and stewardship structures.
- Monitoring and managing locally held DIP funds and maintaining supporting records

c. Governance and Strategic Development

- Work closely with the Vicar to support effective governance across the Charitable Incorporated Organisation (CIO) and Bishop's Mission Order (BMO).
- Ensure compliance with statutory and ecclesial requirements, including Charity Commission and diocesan reporting, and the maintenance and review of core policies and procedures (e.g. safeguarding, health & safety, GDPR/data protection and financial controls).
- Support the Board of Trustees, including the preparation of papers and reporting for bi-monthly trustee meetings.
- Oversee insurance, risk assessments and related processes to ensure the church operates safely, transparently and legally.
- Contribute to longer-term organisational development, helping shape operational foundations that are healthy, reproducible and sustainable, in anticipation of future church planting across Cumbria.
- 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 held DIP funds and maintaining supporting records
- Attending, supporting the preparation for and tracking outcomes of advisory group and local DIP project board meetings
- Completion and Submission of relevant Parish Mission and Finance statistics

d. Leadership and Church Life

- Participate fully in the life of the Leadership Team, attending staff meetings, prayer meetings and key church gatherings as agreed with the Vicar.
- Recruit, support and coordinate volunteers in operational and administrative roles.
- Approach the role in close alignment with the vision, mission and values of St. Aidan's Cumbria, recognising that operational decisions shape the spiritual health and witness of the church.
- Attend occasional evening meetings as required
- Undertake other related duties reasonably requested by the Vicar in support of the mission and ministry of St. Aidan's.

4. KEY RELATIONSHIPS

The Operations Manager will work day-to-day as part of the team including:

- St Aidan's Planting Lead (*Rev John Freeman – Line Manager*)
- The Associate Pastor (*Francis Moloney, due to start Autumn 2026*)
- The Kids, Youth and Families Pastor (*Steve Weston*)
- The Trustees of St. Aidan's Cumbria

Other key relationships will include

- The Ven. Stewart Fyfe (*Archdeacon*)
- Members of the St Aidan's Council of Reference
- The Diocesan Planting Lead and Diocesan DIP Programme Project Manager

Alongside this, you will build relationships with our 'sister' planting and revitalisation projects in Carlisle and Barrow in Furness 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
A committed and practising Christian, with a mature personal faith, a desire to serve God's purposes through and actively involved in a local church.	Y	
A strong alignment with the vision, values, and theological direction of St. Aidan's Cumbria.	Y	
Demonstrable competence in operations, finance, administration, or organisational leadership (within a church, charity, or other organisation).	Y	
Sound financial and administrative skills, with the ability to work accurately, responsibly, and transparently.	Y	
Ability to produce clear and accurate financial reports.	Y	
Ability to prepare written reports and documentation for trustees, diocesan bodies and other external stakeholders.	Y	
Financially competent, with experience of working with budgets, financial data and reporting systems.	Y	
An ability to ensure all required policies, procedures and best practice are in place	Y	
A willingness and ability to learn new systems, requirements, and contexts.	Y	
Strong organisational skills, with the ability to manage complexity and prioritise effectively.	Y	
Ability to work collaboratively with clergy, trustees, staff, and volunteers.	Y	
High levels of integrity, discretion, and attention to detail.	Y	
Holds full UK driving license and has access to own transport.		Y
Experience within a church, charity, or faith-based organisation.		Y
Familiarity with Church of England structures, governance, or diocesan systems.		Y
Experience of HR processes or policy development.		Y
Skills or experience in communications or systems development, with tools such as ChurchSuite, MailerLite, or Social Media platforms		Y
Knowledge and experience of grant funding and applications		Y

6. SUPPORTING YOU

As a church and leadership team, we are committed to:

- Praying regularly with and for you and your work
- Providing a supportive and collaborative staff team with whom to minister alongside
- Working in a culture that recognises our dependence on God as disciples of Jesus, encouraging regular time for personal and corporate prayer, retreat, study and spiritual direction
- Providing regular line management and progress reviews
- Exploring with you appropriate opportunities for further training and personal development in line with your objectives and responsibilities, including funding.
- Supporting attendance at key leadership gatherings such as the Multiply Conference and the New Wine Leadership Conference.

7. TERMS AND 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	St Aidan's is a church plant, planted to develop mission across the Derwent Deanery. Staff are currently supported to work at home part of the week (and are supplied with a laptop, phone, email and office supplies as needed) with staff meetings and joint working using the Vicarage. As we move into the next phase of our programme, the Ops Manager will be responsible for helping us to secure office accommodation to house staff and provide space for mid-week meetings.
Annual Leave	28 days holidays (FTE) plus statutory Bank Holidays. Holidays to be taken in agreement with the line manager.
Hours	21 hours per week (0.6fte) 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 local trinitarian church, and able to confidently uphold the ethos of St Aidan's church.
Church attendance	The post-holder will be expected to attend weekly team meetings and times of prayer (as per the pattern of the church and in agreement with the line manager).

Car & Travel	The role is based in and around the Derwent Deanery area and will require use of own transport to attend meetings. 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 St. Aidan's Staff 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 parishes and all our contexts are, 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 and the Trustees of St Aidan's 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.

A full account of St Aidan's safeguarding ethos and policies are available on our website at <https://www.staidanscumbria.org/safeguarding>.

10. OTHER

While this role is currently funded for four years through the Diocesan Investment Programme, it is the intention of St. Aidan's Cumbria to develop the role as a permanent position beyond the funding period, subject to the long-term financial sustainability of the church.

11. FURTHER INFORMATION

Further information about St. Aidan's Cumbria and the wider mission of the church in this region can be found at:

- St. Aidan's Cumbria – www.staidanscumbria.org
- Diocese of Carlisle – www.carlisediocese.org.uk
- God for All – www.godforall.org.uk
- Carlisle Diocesan Investment Programme:
<https://www.youtube.com/watch?v=8r7TvNsn32g>

Information about the local area, including the Lake District National Park, can be found at:



- www.visitlakedistrict.com
- Discover Cumbria: <https://cumbriaguide.co.uk>

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

Interviews will be held on site and are likely to include a local tour, skills test and panel interview.

FIND OUT MORE

www.staidanscumbria.org

   /staidanscumbria



Christingle Service



GET IN TOUCH

For an informal conversation, please contact:

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