



ST BARNABAS WITH CHRIST'S CHAPEL

Job Information pack

Parish Operations Manager

St Barnabas with Christ's Chapel, Dulwich



Closing date: 10th April 2026

Interviews: 17th April 2026

How to apply: Please send CV and covering letter to
vicar@stbarnabasdulwich.org

Sharing God's love – learning and growing together



ST BARNABAS WITH CHRIST'S CHAPEL

Dear Applicant,

I am delighted that you have expressed interest in the role of Operations Manager for the Parish of St Barnabas with Christ's Chapel Dulwich. I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our team in a central role that is key to the continued flourishing of our busy parish. We have reconfigured this role in the light of our new Mission Action Plan and Strategic Development Funding. You would have the opportunity to make a real difference to how we work together and implement our vision and mission priorities. In return we would offer you warm, collegiate, and engaged colleagues, both staff and volunteers.

If you are excited by this possibility then we would be delighted to hear from you.

If you would like an informal conversation about the role, then please feel free to contact me.

Yours sincerely,

Revd. Liz Barnett

Vicar St Barnabas with Christ's Chapel Dulwich

vicar@stbarnabasdulwich.org

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St Barnabas with Christ's Chapel

Operations Manager

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Job Title: Parish Operations Manager

Reporting to: Vicar

Location: St Barnabas Dulwich

Hours: 4 days a week, we would also like the office holder to attend St Barnabas on one Sunday morning per month (3 hours), these hours are reflected in the salary.

Salary: depending on experience, £33-36K

Application: CV and covering letter explaining why you are applying and how you meet the person specification. Send you completed application to vicar@stbarnabasdulwich.org by **10th April 2026**.

INTRODUCTION

St Barnabas with Christ's Chapel is one parish with two distinctive places of worship. St Barnabas is a large, thriving, inclusive parish church with a strong choral tradition at the heart of Dulwich Village. Christ's Chapel has been a place of worship for over 400 years, with regular congregations at weekly 8am BCP Holy Communion and Evensong. Christ's Chapel is also a focal place for weddings and funerals. Members of both congregations are represented on the PCC, and joint services are held throughout the year. We also have a Parish Hall in the village which we let to various groups and individuals.

We are looking for an Operations Manager to join our team, supporting the life and vision of the parish by enabling staff, volunteers, and lay leaders to focus on pastoral care, worship, and outreach.

St Barnabas is a hive of activity 7 days a week, used for venue hire, supporting a range of local groups and community projects and for multiple parish activities. The parish has many active and engaged lay members who lead activities and contribute to the life of the parish. Both of our churches are popular venues for baptisms, weddings and funerals throughout the year. As a parish, St Barnabas with Christ's Chapel has strong links with the local independent Foundation Schools and with Dulwich Village Infant School. St Barnabas with Christ's Chapel is a hub church, with Strategic Development Funding (SDF) to work with neighbouring St Clement with St Peter.

This role offers the chance to engage with and support these vibrant activities alongside the day-to-day operational leadership of the church.

This role is ideal for a hands-on, collaborative, relational, and mission-driven professional who can balance operational excellence with a heart for people and community. The Operations Manager will oversee the church's resources: people, buildings, IT, and finances, developing systems and structures that are effective, flexible, and culturally responsive.

We are looking for a Christian who is fully committed to the vision, values, and life of the parish, working alongside the Vicar, PCC (The Parish Church Council) and lay leaders to help the church live out its vision. This is a new post, and the Parish Operations Manager will have delegated authority from the Vicar to lead, manage and deliver day-to-day operational, administrative, staffing, and compliance matters of the parish, working within PCC policies and agreed budgets. This role offers the chance to be part of a welcoming, growing and vibrant parish, where we are committed to sharing God's love and learning and growing together.

PURPOSE:

- To work collaboratively with the Vicar, Wardens, PCC, staff and congregation, supporting St Barnabas with Christ's Chapel as we live out our vision and implement our [Mission Action Plan \(MAP\)](#).
- To help nurture a staff and volunteer culture rooted in mutual respect, honest communication and shared responsibility, supporting healthy rhythms of work and life.
- To be responsible for the management of the parish's resources of people, buildings, IT, and finances. Developing effective, efficient, and flexible administrative processes, and robust and appropriate structures for leadership, management, and governance (including statutory compliance).

RESPONSIBILITIES:

1. Working collaboratively to support the vision and mission of St Barnabas with Christ's Chapel.

- Meet regularly with the Vicar to plan, reflect and prioritise operational needs.
- Work with the PCC, staff team and volunteers to translate the parish's vision into practical steps, sustainable systems and shared rhythms of work.
- Support the Vicar in the operational elements of worship, seasonal services, life events and community events.
- Be the first point of contact with the parish during the week, responding constructively and with pastoral sensitivity to people who contact the Parish by phone, email or in person.
- Help strengthen communication practices - digital, printed and face-to-face - ensuring accessibility for people of different backgrounds, languages and abilities.
- Participate fully in the life of the staff team and the wider life of the church, offering your gifts alongside others.

2. Nurturing a healthy staff and volunteer culture.

- Contribute to regular line management, supporting staff and volunteers through check-ins, reflective conversations, and an annual cycle of reviews and goal-setting that help each person flourish.
- Facilitate staff meetings in ways that encourage openness, clarity and collaboration - preparing accessible agendas, ensuring actions are understood, and helping the team follow through together.
- Support clear communication across the team, helping ensure decisions are shared transparently and that responsibilities are understood.
- With the Vicar, help staff members identify training and development needs and proactively share learning and training opportunities with them.

3. Responsible for the management of the church's resources

- Ensure that the use of church premises actively supports our vision, values, and community engagement priorities.
- Support and oversee the admin and buildings staff to enable them to lead their operational areas effectively, efficiently and in line with our vision and MAP.
- In particular, support the buildings manager to proactively manage ongoing building operations, and supporting the PCC in fulfilling responsibilities for fabric, safeguarding, and health & safety.
- Steward the church's finances in partnership with the Treasurer, including supporting fundraising activities, preparing and monitoring budgets related to operational expenditure, reporting on income and expenditure, and ensuring ethical and transparent use of resources. Work with the Treasurer and Bookkeeper on developing the parish's financial management systems.

- Oversee the church management system and IT infrastructure, ensuring they are cohesive, user-friendly, GDPR-compliant, and supportive of staff, volunteers, and parish mission.
- Responsible, with the Wardens for the administration of HR functions of the parish.
- In collaboration with the PCC Secretary, facilitate and support the PCC in its governance role, ensuring statutory responsibilities are met and promoting collaborative, transparent decision-making as part of the wider church.
- Serve as one of the church's safeguarding leads, working closely with the Vicar and Safeguarding Officer to support safe practices, compliance with safeguarding policies, and the well-being of children, young people, and vulnerable adults within the parish community.
- Promote processes and practices that are flexible, culturally responsive, and inclusive, enabling staff, volunteers, and leadership to contribute fully and share responsibility.
- Encourage continuous reflection and improvement of operational systems, structures, and policies, ensuring they remain effective, equitable, and aligned with the church's vision.

4. Line Management

- The Operations Manager will manage church administration staff, enabling them to work effectively and thrive in their roles. The staff are:
 - Administrative Assistant: 1 day a week, responsible for service sheets, weekly parish email, life events administration and other communications tasks. (Recruiting now).
 - Bookkeeper: 2 days a week, a developing role responsible for managing day-to-day accounting tasks, ensuring accuracy in financial records, and assisting with broader financial processes such as payroll and supplier payments.

- Communications lead: (to be appointed as part of our SDF project).
- Buildings Manager: partnering to ensure smooth use of premises, events, and visitor experiences and that our buildings are fit for purpose.
- Occasional staff such as verger for weddings/funerals etc.

PERSON SPECIFICATION and application process:

We are looking for the following characteristics in our Operations Manager and we will assess applications against these criteria. Your covering letter should demonstrate to us how you meet the requirements under each of the six headings. The more criteria you can show us that you meet, the stronger your application. But do not be put off from applying because you do not think you meet all of them.

Education and Qualifications

- Good education: formal qualifications are helpful but not essential.
- Practical experience and ability to learn on the job are valued.
- Training in management, leadership, or finance is desirable but not required.

Experience and Knowledge

- Experience in operational, administrative, or leadership roles, ideally within community-based, non-profit, or faith organisations.
- Experience supporting or coordinating teams, including staff and volunteers.

Competence in

- Project and programme management.
- Facilities, premises management, and health and safety requirements.
- Strategic planning and implementation.
- IT systems and digital tools including Churchsuite, Canva, Quickbooks and Wordpress.
- Budgeting, financial oversight, and resource stewardship.

Occupational requirements

- As a leadership role within a Church of England parish, there is an occupational requirement for the post-holder to be a Christian and enthusiastic about the vision and values of St Barnabas with Christ's Chapel.

- It is a requirement of the role that the operations manager attends morning worship at St Barnabas on at least one Sunday a month.
- Ability to reflect theologically on operational, administrative, and strategic tasks, considering how systems, processes, and decisions support the mission, values, and ministry of the church.
- An appreciation of Church of England structures, governance, and processes, with a willingness to learn and engage thoughtfully with them to support the mission and leadership of the parish.

Gifts and Abilities

- Strong relational, interpersonal, and communication skills; able to listen, collaborate, and adapt to diverse perspectives.
- Able to plan, organise, and coordinate operational processes, prioritising effectively and making thoughtful decisions.
- Comfortable taking initiative and working independently, while fostering shared responsibility and empowering teams.
- Able to support, encourage, and enable staff and volunteers to thrive in their roles, translating vision into practical action.
- Demonstrate care, respect, integrity, discretion and confidentiality in interactions with all members of the community.

Other Qualities

Flexible and adaptable to the evolving needs of the role, including occasional evenings or weekend commitments.

- Approach challenges with resilience, creativity, and patience.
- Committed to clear, inclusive, and culturally sensitive communication in all forms.
- Approach work with good humour and positivity, helping to build a welcoming, supportive, and resilient team culture.
- Able to maintain perspective, balance, and joy even in busy or challenging situations, contributing to a healthy and positive workplace atmosphere.
- Demonstrate cultural competence and awareness, valuing and respecting the diversity of the congregation, staff, volunteers, and local community, and able to work effectively and inclusively across different cultural, ethnic, and social backgrounds.
- Show openness to learning from different perspectives and adapt practices to ensure the church is welcoming, inclusive, and reflective of its diverse community.

You can apply by emailing vicar@stbarnabasdulwich.org by closing date with CV and covering letter explaining why you are applying and how you meet the requirements of each of the six headings in the person specification.

MAIN TERMS AND CONDITIONS:

Operations Manager St Barnabas with Christ's Chapel

Part-time permanent post.

Employer:

You will be employed by the PCC of the parish of St Barnabas with Christ's Chapel.

Normal Place of Work:

Your normal place of work will be St Barnabas with Christ Chapel, 40 Calton Avenue, London, SE21 7DG.

Salary:

The post has a salary of £33-36K per annum.

Probation:

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work:

Usual hours Tuesday to Friday 9-5 and one Sunday per month 9-12. Occasional evening and other weekend work, including PCC meetings, by agreement with time off in lieu.

Holiday Entitlement:

You will receive 26.4 days annual leave per annum. (This is pro rata from the standard St Barnabas holiday entitlement of 25 days plus 8 public holidays. Any public holidays that fall on working days will be taken from this entitlement.)

The leave year runs from 1st January to 31st December.

Sick Pay:

The post is covered by the statutory provisions for Sick Pay.

Pension:

The PCC will provide a pension scheme in accordance with the Pensions Act 2008 and its associated regulations. The scheme will only be offered if you meet the eligibility criteria within the regulations, and if you meet the criteria, you will automatically be enrolled.

Working Expenses:

Reasonable out-of-pocket expenses will be reimbursed.

Termination of Employment:

During the six-month probationary period, one week's notice is required on either side. Thereafter, you will be required to give three months' notice should you wish to resign, and you will receive a minimum of three months' notice.

Equal Opportunities:

The parish has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion, or belief. Its employees are expected to abide by the Equal Opportunities Policy, which embodies these principles.