

Operations Manager

Job Description

September 2026

Purpose: We are looking for a strategic and relational Operations Manager who is excited about bringing clarity, organisation and momentum to the ministry and mission of our church. The role will be part of our Senior Leadership Team, working closely with pastors and staff, to oversee the practical organisation and communications of church life. You will be someone who can bring strategic oversight to our operations, while gladly rolling up your sleeves when needed to handle practical details and see things through to completion.

Reporting to: Senior Pastor

Terms: 30 hours (4 days a week) **Please note that Sunday in this role is a non-negotiable half day working.**

Salary: £32,160 – £36,850 depending on experience

Location: Hybrid – home, church office and various service locations around Falmouth and Penryn.

Overall Responsibilities

Vision & Strategy

- Work as a member of the Senior Leadership Team to shape, implement and monitor the church's vision and strategy.
- Have strategic oversight of the church's annual operational planning and programming.

Nurturing a Healthy Staff Culture

- Participate actively in Staff (business and prayer) and Senior Leadership Team meetings contributing insights, supporting decision-making, and fostering a collaborative culture
- Contribute to regular informal and formal 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.
- Along with the Senior Pastor/s, 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.

Operational Efficiency & Management

- Lead and line-manage relevant administrative staff members to ensure the delivery of excellent operational support across all aspects of church life
- Develop processes to help grow and strengthen volunteer teams across all ministries.
- Encourage continuous reflection and improvement of operational systems and structures, ensuring they remain effective, equitable, and aligned with the church's vision.

Service Coordination and Events

- Manage all operational aspects of Sunday services, major events such as Christmas and Easter, and other special events
- Be the operational lead overseer for Sunday services, coordinating with tech, sound, hospitality and welcome teams.
- Support and manage service and event volunteers and be the point of contact for troubleshooting.
- Promote volunteering and service as part of church life and individual discipleship.

Communications

- Help strengthen communication practices, working with staff and volunteers to ensure consistent and effective internal and external communication across all channels, including updating social media and website.
- Work with volunteers to ensure good quality church service recording, with edits and uploads onto video and audio platforms done in a timely manner.

Church Rebrand and Website (temporary project)

- Working alongside the Senior Pastor and outside marketing/web agencies, help develop and launch new church brand and website (estimated timeline by September 2027).

Personal Specification

Skills & Abilities

- Experience in operational, administrative, or leadership roles, ideally within community-based, non-profit, or faith organisations.
- Experience and aptitude in managing teams of volunteers, with proven people skills
- Excellent knowledge of IT and communications solutions appropriate for a local church context.
- Ability to balance strategic oversight with attention to detail and see projects through to completion

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- Be a self-starter, able to work on your own initiative to identify problems and find solutions quickly
 - Comfortable taking initiative and working independently, while fostering shared responsibility and empowering teams
 - A team player with strong interpersonal skills who embraces collaboration and leads with warmth and compassion
 - Openness to learning and developing in faith is expected, with personal spiritual disciplines supporting ongoing growth and effectiveness in leadership.
 - 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

Desirable

- Experience in a church, charity, or mission-driven organisation
- Experience of Sunday service tech operations, i.e. PA set up and use, video/audio recording, production and editing.
- Experience of social media and content creation.

Occupational Requirement

We ask that the successful candidate, if not already, becomes an active member of Falmouth Vineyard Church.

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement.

Applications

To apply, please send your CV and covering letter by Monday 19th October 2026 to georgina.micklewright@falmouthvineyard.org AND nathan@falmouthvineyard.org

Interviews will take place week beginning 9th November 2026

References will be required upon request.