

# The PCC of All Saints' Church, Sidmouth

## Operations Manager Advertisement

### Introduction

All Saints' is a multi-generational, evangelical Anglican church in the heart of Sidmouth. Together, as God's family here we have a heart to know Jesus, show Jesus and make Jesus known throughout our local community. Our current Church Administrator is planning to retire, and so we are taking the opportunity to replace the current role with an Operations Manager who will have a strategic part to play in helping our staff team to fulfil our vision.

### Role Summary

We are prayerfully looking for an appropriately gifted and experienced Christian who can work alongside and assist our Vicar in the strategic vision and leadership at All Saints', and help us turn vision into action by providing cohesion and direction to our people and their ministries across all of our activities, to fulfil our mission in and around Sidmouth.

The post-holder will be someone:

- Who is a godly, mature Christian with evident gifts of administration and leadership.
- Who has experience of developing and leading strategic operations, with a track record of inspiring leadership and delivery.
- Who can develop and lead the operational side of our church business including volunteer management, administration, event planning and premises management.
- Who is willing to serve the church family and has a desire to play a full part in the life of the church.

### Role Details

Title: Operations Manager  
Employer: PCC of All Saints' Church Sidmouth  
Responsible to: Vicar of All Saints' Church Sidmouth  
Hours: 20 hours per week, spread evenly over Monday to Friday. Some flexibility of hours may be required for the post-holder to attend occasional evening meetings.  
Pay & Pension: £32,000 - £34,000 Pro-rated according to hours and dependent upon levels of experience plus 4.5% employer's contribution to Church of England Church Workers Pension (Employee contribution is 4% of gross pay).  
Probation: Appointment to the role will be subject to a probationary period of 6 months  
Holiday: 25 days of annual leave plus bank holidays, pro-rated according to hours  
Work Base: Our office at All Saints' church with some flexibility with respect to working remotely.

### Other requirements

The individual we are seeking to employ would be expected to be supportive of the [CPAS Basis of Faith](#). We therefore also expect the individual to live a consistent and godly life of joyful and prayerful dependence on Christ. There is therefore a genuine occupational requirement for the person holding this post to be a practising evangelical Christian.

As required by our Safer Recruitment process, the post holder will be required to undergo the appropriate DBS checks and must complete satisfactorily the appropriate Safeguarding training modules.

### Further information

On the All Saints' website, you will find a Role Description and a Person Profile. If you wish to find out more about this role, then contact Rev David Caporn [david.caporn@sidvalley.org.uk](mailto:david.caporn@sidvalley.org.uk)

### How to apply

Please contact the church office [allsaints.admin@sidvalley.org.uk](mailto:allsaints.admin@sidvalley.org.uk) and we will send you an Application Form.