



Hello!

Thank you so much for your interest in the role of Head of Operations at BeSpace.

You would be joining us at a significant moment in our journey. Having established a strong foundation through our work in Oxfordshire, we are now entering an exciting new season of growth as we look to expand our reach and impact nationally. As we do so, we are deepening and extending the ways we support children in their spiritual journeys through Christian contemplative practices.

In this role, you will play a key part in developing and strengthening the systems, structures, and ways of working that will enable this next phase of growth. Working closely with the CEO, you will help ensure that BeSpace is equipped to grow sustainably while staying rooted in its mission and ethos.

The job pack includes:

- Details of the role and key responsibilities
- The skills, experience, and qualities we are looking for
- Specifics around employment in this role
- An outline of the application process
- An overview of BeSpace
- What we believe.

I very much look forward to reading your application and hearing why you feel called to be part of BeSpace at this exciting time.



Catherine

Catherine Clayton, Founder and CEO

Head of Operations

Overall Purpose

The Head of Operations will provide operational leadership to ensure the charity operates effectively, compliantly, and sustainably in alignment with its mission and ethos. Working closely alongside the CEO, who leads on organisational vision and external growth, the role will play a key part in supporting the scaling of the organisation from a regional base to a nationally impactful charity, helping to develop and strengthen the infrastructure, systems, and delivery capability required for growth.

The postholder will contribute to embedding effective processes, accountability, and continuous improvement across, operations, governance, people, and programme delivery, while playing a key role in strengthening organisational systems and ways of working to enable sustainable growth. We welcome applications from experienced operational leaders, including those who may previously have held more senior roles, and who are motivated by impact, flexibility, and the opportunity to help scale a mission-led organisation.

Key Responsibilities

1. Governance, Risk & Compliance

Ensure the organisation operates with strong governance, legal compliance, and effective risk management.

Key responsibilities:

- Lead on strengthening governance frameworks, ensuring compliance with legal and regulatory requirements
- Embed clear accountability structures and protect organisational integrity and assets
- Develop and maintain risk management processes and mitigation plans
- Oversee compliance areas including GDPR, safeguarding, and reporting obligations
- Improve financial oversight in collaboration with outsourced partners and leadership

2. Operational Systems & Infrastructure

Establish and optimise systems, processes, and internal controls to enable efficient scaling and national growth.

Key responsibilities:

- Develop and implement robust operational systems, policies, and internal controls
- Improve data management (CRM) and ensure data quality, reliability, and accessibility
- Strengthen organisational processes to reduce risk and increase efficiency
- Oversee resource coordination, including facilities and operational logistics
- Work with external providers to ensure effective IT and financial system integration

- Contribute to ensuring operational readiness to support organisational growth and expansion
- Identify and implement innovative approaches, tools, and systems to improve organisational effectiveness and scalability

3. People, Culture & Organisational Development

Build organisational capacity through effective recruitment management, culture development, and workforce processes

Key responsibilities:

- Oversee recruitment, onboarding, and retention processes to build a high-performing team
- Strengthen performance management frameworks and staff accountability
- With the CEO support the fostering of a positive, values-led organisational culture aligned with the charities vision and mission
- Work with CEO in developing team capability
- Provide guidance and support to team members, with potential for future line management
- Improve volunteer engagement structures and support models

4. Delivery, Impact & Growth Enablement.

Enable high-quality programme delivery, continuous improvement, and sustainable growth.

Key responsibilities:

- Strengthen planning and operational support for programme delivery and expansion
- Provide the translation of organisational growth ambitions set by the CEO into effective operational structures, systems and ways of working.
- Work closely with the CEO to ensure operational systems support organisational growth.
- Embed monitoring, evaluation, and learning (MEL) systems to measure impact and improve outcomes
- Improve data reliability to support decision-making and reporting
- Develop fundraising infrastructure, including donor management and pipeline processes
- Enhance stakeholder engagement, communications, and brand consistency
- Develop continuous improvement and innovation across operations and service delivery

5. Wider Team Contribution & Organisational Life

Contribute actively to organisational scaling and growth, providing flexible leadership as priorities evolve

Key responsibilities:

- Collaborate with the wider BeSpace team, providing flexible support to enable organisational growth and delivery priorities
- Participate in staff prayer times and occasionally lead team devotions
- Consistently model BeSpace's values and Christian ethos in all aspects of work.

Person Specification

Category	Criteria	Assessed by*	E/D
Skills and Abilities	Ability to develop and improve organisational systems, processes, and infrastructure to enable scaling and growth	A/I/T	ESSENTIAL
	Ability to work with CEO to translate strategic vision into operational delivery	A/I/T	
	Ability to build organisational capacity for growth.	A/I/T	
	Excellent organisational and project management skills, with the ability to manage multiple priorities effectively	A/I	
	Ability to develop and implement robust processes, policies, and governance frameworks	A/I/T	
	Strong analytical skills, including the ability to use data to inform decisions and improve performance	A/I	
	Confident working with systems (e.g. CRM, data systems) and improving data quality and reporting	A/I	
	Strong communication skills, with the ability to influence, collaborate, and engage a range of stakeholders	A/I	
	Ability to identify and implement improvements to systems and processes in a growing organisation	A/I/T	
	Personal Qualities	Committed Christian faith with the ability to model in leadership and decision-making. Willingness to actively participate in and contribute to the charities Christian life.	
Curious, forward-thinking, open to new ideas, with a proactive approach to identifying opportunities for improvement.		I/T	
Proactive, solution-focused mindset with the ability to take initiative and create change		A/I/T	
High levels of integrity, accountability, and professionalism		A/I	
Resilient and adaptable, able to operate effectively in a growing and evolving organisation		A/I/T	
Collaborative and relational, with a willingness to contribute to wider team life (including prayer and devotional activities)		A/I	
Experience	Experience in an operations with increasing responsibility, including improving systems & supporting organisational growth or change	A/I/T	DESIRABLE
	Experience supporting charity scaling, or significant change	A/I/T	
	Experience of governance, compliance, risk management, or organisational accountability processes	A/I	
	Experience working in the charity or faith-based sector	A/I	
	Experience of developing fundraising systems, donor management, or income infrastructure	A/I	
	Senior level experience in in leading operations and scaling a department or organisation.	A/I	
	Experience of line management (formally or informally)	A/I	

* Assessment Methods: Application (A), Interview (I), Tasks (T)



**This is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9

Employment Information

Job Title: Head of Operations

Reporting to: CEO

Purpose: See Job Description

Location: Remote. In person team day travel required 3-6 times a year to Oxford.

Contract: Fixed term 2 year contract. We hope to extend through additional funding we are applying for.

Start Date: October 2026 (Flexible for the right candidate).

Hours of work: PT 4 days a week. (28 hours). Flexible for the right candidate.

Salary: £43,000 – £47,000 (pro rata) depending on experience.

Probation period: 6 months

Holiday Entitlement: 25 days (plus bank holidays) per year pro rata with additional time off between Christmas and New Year's Day.

Pension: Automatic enrolment into a direct contributions pension scheme (3% employer contribution)

This post is subject to an Occupational Requirement

BeSpace serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, part 1, schedule 9.

Safeguarding

BeSpace is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to:

- Provide two references, including one from a current or most recent employer/manager.
- Complete an enhanced DBS check prior to appointment.
- Fill in our Self -disclosure form when applying.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skill sets to help shape the work and future of BeSpace. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.

Right to work in the UK

You need to have the right to work in the UK to apply for this job.

Application Process

Stage 1

Complete a copy of our online application form.

Link for form: <https://form.jotform.com/261824106516352>

Closing date: 10:00am on Thursday 30th July 2026

All successful applicants will be notified via email **by 5:30pm on Friday 31st July 2026**

Stage 2

Successful applicants will be invited to an initial, 30 – 45 minute online Microsoft Teams interview, which will take place on the **week of the 17th August 2026.**

All applicants will be notified of the outcome by **5.30pm on Monday 24th August 2026.**

Stage 3

Following initial interviews, 2-3 candidates will be invited to attend in-person interviews in Oxford or London on the **week of the 7th September 2026.**

The interview will be around 1 hour 15 minutes and will include 1-2 tasks.

BeSpace will reimburse any reasonable travel costs.

The candidates will be informed of BeSpace's final decision **by 5.30pm on Monday 14th September 2026.**

If you would like any application and interview support or you need any reasonable adjustments throughout the application process please contact Bekah Wiseman (Operations Coordinator) on info@bespace.be or if you would like an informal phone call to ask questions or discuss the role, please contact Catherine Clayton (CEO) on info@bespace.be

BeSpace will treat your application as private and confidential. Unsuccessful candidates will be securely destroyed after one year.



About BeSpace

BeSpace is a growing Christian charity with a big vision: to see every child joyful, resilient and growing spiritually for life. We encourage and equip churches to provide spaces in schools where children grow spiritually through contemplative Christian practices.

Children today are growing up in a culture marked by constant distraction, overstimulation and rising anxiety, leaving little space for spiritual growth or reflection (Highlighted in social psychologist Jonathan Haidt's book *The Anxious Generation*, 2024). He outlines the urgent need for practices that foster stillness, attention and emotional regulation to countering the trends we see in society.

76% of people who come to faith do so before age 18 (Talking Jesus Report, Evangelical Alliance, 2022). Children raised in families of faith are more likely to continue that faith as adults, yet fewer children today encounter the Christian faith at home. Schools therefore represent a crucial missional opportunity for the Church, they are a vital point of connection between home, schools and church.

There is a clear need for Christian practices that:

- Nurture spiritual growth at a formative age
- Reconnect children with God and stillness.
- Support wellbeing

BeSpace responds to this need by equipping churches to offer distinctly Christian contemplative practices for schools that foster prayer, stillness and reflection. Through these, children are enabled to encounter God and explore their relationship with Him, the world, themselves and others, developing lifelong spiritual foundations that support both faith and wellbeing.

We have seen incredible impact through developing prayer and reflection spaces in schools across Oxfordshire. Since 2010, over 69,000 children have experienced them, led by local churches, trained and resourced by us, with over 60 schools hosting a space each year. Building on this momentum, we are now expanding the ways we support children's spiritual journey by encouraging and equipping churches nationally to offer a wider range of contemplative Christian practices in schools.



Our Values

Our values guide how we behave & make decisions. They will give you an insight into the culture we are seeking to create.

Togetherness We journey together, bringing churches, schools and communities into shared vision, knowing we are stronger side by side.

Stillness We practice stillness as an invitation to pause; encounter God & find the space where true growth begins.

Curiosity We are curious, stepping into adventure with courage, playfulness & a desire to discover more.

Growth We seek growth in ourselves and our team, knowing that as we grow together, our team and the children we serve flourish into their God-given potential.

Statement of Faith
Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.