



## Job Advert

### Join us as our Head of Operations

**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. While 76% of people who come to faith do so before age 18 (Talking Jesus Report, Evangelical Alliance, 2022), fewer children today encounter Christian faith at home. Schools therefore represent a crucial missional opportunity for the Church.

Through equipping churches to offer contemplative Christian practices for schools, children can encounter God and develop lifelong spiritual foundations that support both faith and wellbeing.

Over the past decade, we've seen tens of thousands of children experience prayer spaces. Now we're entering an exciting new season of national growth, expanding both our reach and the ways we support children's spiritual journeys.

#### About the Role

As we scale, we are looking for a **Head of Operations** to provide operational leadership to ensure the charity operates effectively, compliantly and sustainably in line with its mission and ethos. Working closely with the CEO, you will support the translation of the vision into reality by building strong foundations, enabling effective delivery, and supporting the scaling of the organisational from a regional base to a nationally impactful charity.

This is a pivotal role shaping how BeSpace grows. You will lead on strengthening systems, people, governance and operational delivery embedding accountability, and continuous improvement.

In this role, you will:

#### **Strengthen governance, risk and compliance**

- Develop and maintain robust governance frameworks and ensure legal and regulatory compliance
- Embed effective risk management processes
- Oversee key compliance areas including safeguarding, GDPR and reporting

#### **Build operational systems and infrastructure**

- Develop and implement scalable systems, processes and internal controls
- Improve data management (including CRM) and strengthen reporting
- Contribute to ensuring operational readiness to support national growth
- Work with external providers on IT and financial system integration

#### **Lead people, culture and organisational development**

- Oversee recruitment, onboarding and retention of a high-performing team
- Strengthen performance management and accountability frameworks



- Support and foster a values-led, healthy team culture aligned with BeSpace's mission

### **Enable delivery, impact and growth**

- Strengthen operational support for programme delivery and expansion
- Support the translation of strategic ambitions into practical systems and ways of working
- Improve data insight to inform decision-making
- Support development of fundraising infrastructure.

### **Contribute to wider organisational life**

- Work collaboratively across the team to support evolving priorities
- Act as an ambassador for BeSpace's values and Christian ethos

### **About You**

We are looking for someone who:

- Has experience in operations, programme or an organisational role with increasing responsibility or has had operational leadership, ideally within a growing or changing organisation
- Has good experience in developing systems, processes and organisational infrastructure
- Can work closely with a CEO to translate vision into operational delivery
- Has excellent organisational and project management skills
- Is proactive, collaborative and relational leader who builds strong teams and culture

### **It would be a bonus if you:**

- Are an experienced operational leader motivated by impact, flexibility, and supporting the growth of a mission-led organisation
- Have significantly enabled the scaling of a regional organisation to national growth operationally.
- Have experience in fundraising systems or donor management

### **Role Details**

- **Position:** Head of Operations
- **Location:** Remote, with travel to Oxford for in-person team days (3–6 times per year)
- **Hours:** Part-time (4 days / 28 hours), with flexibility for the right candidate
- **Salary:** £43,000 – £47,000 pro rata, depending on experience
- **Contract:** Fixed term (2 years, with intention to extend subject to funding)
- **Start date:** October 2026 (flexible)

### **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.

### **Why work for BeSpace?**



We are intentional about developing an excellent team culture and an environment through which you will thrive, grow and succeed in your role.

#### Benefits include:

- 25 days annual leave plus bank holidays (pro rata)
- Additional time off between Christmas and New Year
- 1 day paid a year for personal Retreat, in line with our ethos that stillness sparks spiritual growth.

#### 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
- Complete an enhanced DBS check
- Complete a self-disclosure form

#### How to Apply

##### 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 31<sup>st</sup> 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 17<sup>th</sup> August 2026.**

All applicants will be notified of the outcome by **5.30pm on Monday 24<sup>th</sup> 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 7<sup>th</sup> 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 14<sup>th</sup> September 2026.**

#### Further Information



If you would like to discuss the role or require support during the application process, please contact:

Bekah Wiseman (Operations Coordinator) – [info@bespace.be](mailto:info@bespace.be)

Catherine Clayton (CEO) – [info@bespace.be](mailto:info@bespace.be)