

Job Advert

Operations and Office Manager

Salary: £45,000- 48,000 p.a. (depending on skills and experience) + 30 days holiday

Hours: Full-time 37.5 hours per week (typically Monday – Friday; with monthly attendance for 3 hours on Sundays with appropriate time off in lieu, other weekend/evening working with advanced agreement)

Location: St Dionis Church, Parsons Green, SW6 4UH

We need a highly organised, systematic, rigorous, joyful and efficient team player who loves making things happen.

We are a church who seek to live out five commitments:

- Called together to gather around Jesus – our corporate worshipping life
- Called personally to follow Jesus – our life as disciples
- Called to serve those in need in our area
- Called to nurture children and young people – in formation and mission
- Called to tell others – evangelism and witness

St Dionis Church is looking for an exceptional **Operations and Office Manager** to oversee the practical, financial, and administrative life of our vibrant church community.

This is a pivotal role. You will work directly alongside the clergy and staff team to manage our beautiful facilities, streamline our systems (using ChurchSuite), and organise and make possible the functioning of the body of Christ at St Dionis.

From managing daily church infrastructure and overseeing finances, to acting as PCC Secretary and supporting our local charity partnerships (like Glassdoor and Crosslight), you will ensure everything runs smoothly behind the scenes.

What we are looking for:

- Someone who believes this work is worth doing, who is kind, committed and trustworthy.
- A systematic, highly organised individual who thrives managing multiple priorities and who can run systems which enable the church to flourish.
- Excellent communication and people management skills to work well with colleagues in the church office, facilities assistants, volunteers, and manage external contractors.
- Strong administrative, financial, and HR experience (church or charity sector experience is beneficial).

- Someone who is open to trying new things and will move quickly to take opportunities.
- Essential Office Management experience or equivalent.
- An alignment with the commitments and culture of St Dionis.

To Apply:

Visit www.stdionis.org.uk/jobs