



we're looking for a
**DIRECTOR OF
OPERATIONS**

About HT

HT is a vibrant, evangelical, charismatic, Anglican church with a large and growing church family of all ages and stages. We are situated right at the centre of Cambridge and are perfectly placed to reach students and adults alike. Our heart is to reach Cambridge and beyond with the amazing news of Jesus Christ. We want to see as many people as possible come to follow him, be transformed by his love, and be equipped to be fruitful disciples.

We believe that the description of the early church in Acts 2:42–47 is still God's heart for his church today, so we embrace it as a blueprint for our life together. We are fuelled by worship and prayer; directed by a deep confidence in the scriptures; empowered by daily seeking the presence and gifts of the Spirit; passionate about sharing the gospel; and committed to doing this together as a family and to living lives of generosity towards one another and our communities.

We want to be a church for the city and continue to press into prayer and partnerships to bless the wider Cambridge area. We have been steadily growing in our city-centre site and now number around 1,000 people, including children, young people, students, and adults. Our heart is to continue to make space for all those God wants to reach and call into our church family, especially as Cambridge continues to grow so rapidly. We currently run four Sunday services and are actively planning to plant a new HT congregation at another site in the coming year or so.

For more details, see www.htcambridge.org.uk and for a flavour of our vision see our recent Commitment Sunday vision video.

The role

This is a broad, strategic, and high level role overseeing all HT's operational activity in order to turn vision into action and enable kingdom growth. You will be a key member of HT's Senior Leadership Team and will be expected to bring considerable spiritual maturity, a strong understanding of operating in a church context, and proven strategic and technical leadership.

The responsibilities

Reporting to the Vicar and PCC (trustees), you will have overall responsibility for HT's administrative operations and infrastructure. This includes, but is not limited to, the following areas:

Strategic leadership and planning

Direction at HT is ministry driven. We have a fantastic team and a big heart to reach our city. You will work closely with the Vicar and Senior Leadership Team on strategy and planning, advising on the deliverability of ideas, using your expertise and innovative thinking to help turn vision into reality, and proposing creative ways to keep moving forward.

Over the past five years, the staff team has grown from 16 to 34, with plans to grow further as we plant new congregations.

Beyond direct oversight of the Operations Team, your input will be vital in shaping team culture. You will develop and implement structures, policies, and ways of working that enable us to operate effectively as a larger and more complex organisation, while preserving our culture and values as a church. This will require an excellent grasp of people management in a church context, alongside experience of operating in larger organisations.

You will attend PCC (trustee) meetings, Standing Committee meetings, and Finance Committee meetings, reporting and contributing from an operations perspective.

You will facilitate term-by-term and year-by-year planning, advise on annual budget development, and support the effective distribution of resources across HT's ministries. Over time, you will also project manage major new initiatives, such as developing new sites, property decisions, and other significant organisational ventures.

Leading the Operations Team

This is a people job, not a spreadsheet job.

A major aspect of this role is to envision, encourage, and direct the wider Operations Team. A significant portion of your week will be spent with them, and you will be the key communication link between the Senior Leadership Team and the Operations Team. Strong management experience is essential, as is an understanding of the unique environment of operating as a member of church staff.

As Head of Operations, a wide range of staff will report directly or indirectly to you. The Operations Team currently includes:

- Communications & Media Manager
- Creative Media Producer
- Safeguarding Officer
- Safeguarding Administrator
- Facilities Manager
- Facilities Assistant
- Operations & Events Manager
- Operations Assistant
- Finance & HR Officer
- Vicar's PA

Together, this team delivers a large proportion of the day-to-day administration of the church office, Sunday services, and regular events.

Over time, you will actively shape these structures and roles to make best use of your own giftings, the giftings within the team, and the evolving needs of the church.

Recruitment is also a key part of the role. In addition to building the Operations Team, many projects require drawing on the gifts and skills of the wider congregation. The ability to build relationships, cast vision, and recruit and lead teams of volunteers is therefore vital.

High-level oversight of services and events

HT runs many events and programmes, including Alpha,



prayer evenings, men's and women's events, and marriage courses. The programme is continually developing, and you will provide high level coordination and operational input, advising on viability, distributing central resources, and supporting appropriate staff and volunteer allocation.

Sunday services are the shop window of HT and are central to everything we do. They are also our most complex operation, currently involving over 50 volunteers and serving approximately 500–600 worshippers across four services. While much of the weekly delivery will be delegated, your ongoing oversight, input, and development of Sundays will be key.

Project management

Church operations includes a wide range of one-off and ongoing projects, such as planning a church weekend away, applying for visa sponsorship status, exploring internship schemes, reviewing staff salaries, and investigating facilities and catering options. Some projects will be led directly by you, while others will be delegated or coordinated through appropriately skilled staff or volunteers. These projects form a significant part of the role.

Human Resources

HT receives advisory support from an external HR consultancy and can access legal advice when required. While day-to-day HR administration is largely managed by the Finance & HR Officer and line managers, you will provide strategic oversight and leadership in this area, including:

- Advising HT's leadership on staff structures and resourcing strategy
- Managing recruitment and contract termination processes
- Overseeing employment contracts and policies (in

consultation with advisors)

- Payroll and general HR processes (delegated to the Finance & HR Officer)

Finance

HT's annual budget is currently over £1.8 million and continues to grow. You will work closely with the Vicar, Treasurer, and Finance Officer to:

- Develop annual budgets
- Coordinate the delivery of annual reports and accounts
- Meet regularly with the Treasurer and Finance Committee
- Line manage and support the Finance Officer
- Contribute to the strategy for increasing income and stewarding resources wisely

Systems and compliance

You will oversee those responsible for risk management and compliance, including fire safety, GDPR, safeguarding, employment law, and charity governance. You will also ensure continual review and improvement of operational systems, including IT, databases, facilities usage, and procurement.

Communications

Although HT has a dedicated Communications & Media Manager, you will maintain strategic oversight of internal and external communications, ensuring clarity, consistency, and appropriate sensitivity across all channels.

Properties

You will oversee the Facilities Manager in their responsibility for the maintenance, management, and future development of all properties and sites used or managed by HT.



About you

Character

You will be an inspirational and experienced leader with spiritual and personal maturity. It is essential that you fully participate in the life of HT, worshipping regularly with us as your home church, sharing HT's vision and beliefs, and investing relationally in the wider church family. We will want to see evidence of a vibrant, mature, and faithful relationship with Jesus.

Additionally, you will be:

- Enthusiastic and full of initiative
- An optimistic 'make it happen' individual
- Discreet and trustworthy
- Diplomatic, with the ability to confront and mediate well
- Possessing a good sense of humour
- Calm under pressure
- Emotionally secure and resilient
- Able to give and receive feedback well
- Flexible and willing to 'muck in' when needed
- Hard working and able to work unsociable hours when necessary
- A proven team player

Experience

You will have significant demonstrable management and operational experience, ideally at a senior leadership level. Line management, team oversight, and project management experience are essential.

You may have experience in a corporate or public sector context, but will be able to demonstrate an understanding of the distinct nature of operating within a charity and church environment. Familiarity with the dynamics of a large church and working with volunteers is highly desirable.

Skills

The essential skills include:

- Strong people skills and relational intelligence
- Excellent leadership capability, including recruitment, motivation, and delegation
- Robust organisational and administrative skills
- The ability to prioritise effectively and distinguish between urgent and important tasks
- Comfortably managing multiple projects simultaneously
- Excellent written and verbal communication skills
- Innovative and creative problem solving ability

Main terms and conditions

Hours: full-time (minimum of 37.5 hours per week). Standard working days will be Monday–Friday, with some evenings and weekends. This role will require regular attendance on Sundays to enable review and development of the Sunday programme. If necessary, you may be required to work one Sunday a month.

Salary range: £55,000–£75,000, depending on experience

Length of appointment: permanent position. There is a 3-month probationary period during which your progress will be reviewed prior to the confirmation of permanent appointment

Start date: ASAP

Work base: Holy Trinity Church, Market Street, Cambridge, CB2 3NZ (and future Cambridge-based sites)

Holidays: 33 days per annum (no bank holidays unless booked off)

Pension: HT offers a full 8% contribution to your pension

Expenses: our staff expense policy covers most working expenses on production of receipts (stationery, work-related travel costs, conference fees etc.)

DBS: the appointment is subject to the individual obtaining an Enhanced Disclosure from the Disclosure and Barring Service (and/or overseas equivalent if you have lived abroad). The HT Recruiting Ex-Offenders Policy is available to all applicants upon request.

Right to work: you must have the right to work in the UK

Occupational requirement: this post has an occupational requirement for the post holder to be a Christian and to become a committed member of Holy Trinity's church community.

Applying for the role

To apply, please send a completed application form to vicar@htcambridge.org.uk with a cover letter. Please note generic CVs will not be considered.

Application forms are available on HT's website:

www.htcambridge.org.uk/jobs

The deadline for applications is midnight on Sunday 19 July 2026 and interviews will provisionally be held week commencing Monday 3 August. General enquiries welcome.



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