



**St Michael le Belfrey
Head of Operations**

Job Purpose

The Head of Operations will operate as a senior leadership presence in the church. Working in partnership with the Priest-in-Charge and Clergy, they will ensure the vision and mission of the church are translated into effective organisational, operational and ministry delivery, leading the smooth day-to-day operation of the Belfrey.

This is a senior implementation and enabling leadership role focused on operational and ministry delivery rather than a primary vision-setting role.

The Head of Operations will represent the Belfrey at a senior level both internally and externally, overseeing staff, budgets, risk management and major projects, whilst being willing to be hands-on in a busy on-site church and parish office environment. They are responsible for supporting the Priest-in-Charge in leading and shaping the organisational structures which create a modern and effective working environment that implements the Belfrey's values, mission and vision.

Reports to:

Priest-in-Charge

Fixed Term Contract: Approximately 18 months expected to last until Autumn 2027. This role is appointed on an interim basis until the Impact Project is completed at which time the requirements will be re-assessed.

Hours of Work: Full time, 37.5 hours per week. Monday to Friday; occasional Sunday (circa 1 Sunday per calendar month) and evening working will be required, with time off in lieu.

Place of Work: The Belfrey office in central York; although the post holder will be expected to work across the church's locations in and around York. Some flexibility for hybrid working may be considered.

Salary: Pay Band E £42-47k FTE depending on experience.

Genuine Occupational Requirement: There is a Genuine Occupational Requirement under the Equality Act 2010 for the post holder to be a practising Christian, committed to the values and mission of the Belfrey. The post holder is expected to lead by example, in staff worship and prayer and play an active role in the spiritual life of the Belfrey.

The post holder must have the right to work in the UK.

The Belfrey is committed to the safeguarding and protection of children, young people and vulnerable adults. All posts are subject to safer recruitment process in line with Church of England guidance which includes: enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and qualifications checks, plus other relevant vetting

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checks. Any offer of employment is subject to passing safer recruitment checks as described above.

The Head of Operations should already be or be prepared to become an active member of The Belfrey community.

Direct Reports:

Provide leadership, development and co-ordination oversight for operational managers and leads across

- Communications & Media
- Facilities
- Finance
- Human Resource
- Administration & Events

Key Relationships:

- The Diocese of York, the Deanery, the Associate Minister - Church Planting, One Voice

Key Duties and Responsibilities

General

- To oversee and manage all change events at the Belfrey to ensure smooth transitions and operational effectiveness.
- To engage positively with the Belfrey's community, including staff, congregation, volunteers and other stakeholders who are key to the church's life and development.
- To ensure that the Belfrey has effective operating procedures through regular review and development as appropriate.
- To have line management responsibility for direct reports.

Staff

- To lead by example and continue to develop and maintain a healthy, positive and mission-focused staff culture.
- To support the work of the staff team and provide a soundboard/sense check to colleagues as they develop initiatives and projects in administration, mission, worship and outreach.
- To lead the performance review cycle for staff ensuring that key metrics and objectives are embedded and analysed to improve organisation effectiveness and church mission.
- Regularly chair senior leadership teams and staff team meetings including but not limited to: staff termly briefing, line management briefings, round table meetings and occasionally chair meetings in the absence of the Priest in Charge (e.g. Senior Leadership Team and Vision and Strategy Team)

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- To provide opportunity and support for staff and interns in their training and development.

Governance and Compliance

- Together with the PCC ensure that the Belfrey meets all legislative, financial, regulatory and reporting requirements and complies with ecclesiastical and charity law and regulation, and best practice in risk management.
- Support the Facilities Manager (and any professional advisors) to ensure the Parish estates and resources meet their statutory and legal commitments for the repair, maintenance, and health and safety of the Church buildings and of those who come into them.
- To ensure that governance, compliance and risk is appropriately understood and managed throughout the organisation.
- To ensure that the safeguarding culture is embedded in the organisation and that effective safeguarding protocols are in place and reviewed as appropriate.
- To attend PCC, HR Committee, Finance Committee NCPF meetings as required and ensure, where needed, that minutes or notes of meetings are taken and monitor implementation of actions / decisions
- Act as Data Controller for the purposes of GDPR.

Finance and budget

- In collaboration with colleagues and the PCC oversee operational budgets and ensure cost effectiveness and resource allocation.
- To support the Finance Manager in overseeing the planning and implementation of the annual budget.
- To work alongside colleagues and stakeholders on raising the church's profile and fundraising in the wider community.

Vision, Mission and Strategy

- To collaborate with colleagues to identify opportunities to optimise the Church's resources for mission.
- To play a full part in the work of national and local networks, identifying areas of possible collaboration and shared experience and learning from different contexts and bring any relevant learning back to the Belfrey.

Project Leadership and Transition Management

- A primary responsibility of this role will be the leadership and coordination of major church operational projects.
- This will predominantly include leading operational planning and implementation associated with the transition of staff and congregations back into St Michael le Belfrey and the parish offices in Minster Yard, as we approach the completion of a £14m restoration and reordering project named "Impact", in spring 2027.
- Be a member of the Impact project board and project team member and attend Board meetings

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- The project is supported by a skilled project management team who carry the majority of day-to-day responsibilities, so the Head of Operations will lead this project with other project members. The post holder will be accountable to the Impact Board and Chair for this part of the role.
- Responsibilities will include:
 - Providing strategic senior project leadership and coordination oversight.
 - Oversight of Stage 6 (Handover) and Stage 7 (In Use) phases.
 - Working with senior leadership colleagues to plan ministry deployment during the transition period.
 - Supporting strategic and financially-informed decision-making relating to staffing structures and operational requirements.
 - Having directional oversight of operational planning for the physical move into the renovated buildings.
- The post holder will have oversight for the coordination of:
 - Procurement of furniture, equipment, and operational resources.
 - Planning and implementation of move logistics.
 - Development of operational processes for the renewed building environment.

The role is expected to provide structured project leadership rather than personally undertaking all operational tasks.

Staffing and Capacity Planning

- Contribute to organisational workforce planning during the transition period.
- Support recruitment and deployment planning.
- Work with leadership to ensure staffing supports ministry priorities.

Terms & Conditions
<ol style="list-style-type: none">1. The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the line manager.2. Training will be provided for the role including safeguarding training.3. The post-holder will be committed to the vision and values of The Belfrey Church. There is a genuine occupational requirement that the postholder be a committed follower of Jesus.

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Person Specification

The post holder must have:

- Substantial proven senior organisational and operational leadership experience rather than be progressing from an administrative or operational support role.
- Be a practicing Christian, able to lead by example and faith.
- The ability to inspire, influence and encourage teams of staff, volunteers and partners.
- Confidence to build trust through credibility, compassion and constructive conversations.
- Sound and even-handed line management qualities.
- Financial literacy, ability to read accounts, budgeting, and financial analysis.
- Working knowledge and application of the different organisational departments (e.g. operations, administration, HR, finance, facilities and H&S).
- Proven practical application of change management and project management principles.
- Experience of working collaboratively with a Board of Trustees (or equivalent).
- Have a good understanding of the Church of England and the way its governed on a local basis.
- Have an understanding of church planting.
- Excellent written and oral communication skills.
- Confident public speaker.
- Strong team building qualities.
- Committed to creating a safer workplace and culture.
- Must be able to model exemplary personal and professional conduct.
- Confident in the distinctive contribution they can make but sensitive to the different perspectives.