



Operations Hub Manager, Priority Communities Network, South Bristol Cluster

Hours: 18.75 hours per week (0.5 FTE)

Salary: £15,000 p.a. pro-rata (£30,000 FTE)

Location: South Bristol (St Barnabas Church, Filwood initially. Responsibilities are expected to expand to include Withywood and Hartcliffe in the future).

Are you reading this advert looking for a new role that makes you want to jump out of bed to get started?

Are you flexible, creative, filled with the gifts of organisation and administration?

Are you ready to be part of a team committed to transforming churches and communities?

Then this job could be for you! Come and be our Operations Hub Manager working with a passionate clergy in this new and exciting programme.

Come and join the journey, we look forward to hearing all about you!

The Operations Hub Manager will support clergy, PCCs and lay teams with logistical planning and organisation of one and in due course, two parish churches that are part of the Priority Communities Network (PCN) in South Bristol.

This is part of an exciting transformation programme that is investing in, and exploring, new ways to support and enable the growth of churches in our Priority Communities. We're looking for an Operations Hub Manager with excellent administrative and organisational skills, who is flexible and adaptable, and invested in this growth programme. At different times across the contexts, you will need to lend your skills to areas of operations, facilities and buildings support, finance, governance, HR and communications. Please see the job description for more detail on the role requirements.

We are committed to being a fair, respectful and inclusive organisation. We believe that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from all under-represented groups. This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

Please apply via [Operations Hub Manager, South Bristol Cluster - Diocese of Bristol](#) or if you would like further details about the role, please contact jobs@bristoldiocese.org

Closing Date: 9:00am 10 March 2025

Interviews: Monday 17 March