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MORLEY ANGLICAN CHURCH

OPERATIONS MANAGER

RECRUITMENT PACK
JUNE 2026



Background

Since 2020 St Peter's Morley has experienced a season of spiritual renewal as people of all ages have come to faith in Jesus Christ, resulting in healthy church growth. In this time God gave us a vision to be a blessing beyond our own parish and to seek greater unity in mission across the town. Consequently, in 2025 St Peter's and St Andrew's were brought together as Morley Anglican Church with a plan to send a team from St Peter's to plant a new congregation at St Andrew's. After appointing Richard Barber as an Associate Vicar in January 2026, we planted to St Andrew's on Sunday 24th May 2026. This is an exciting time in Morley!

In early 2026 The Diocese of Leeds was successful in securing national funding for church planting and revitalisation in the diocese, which has enabled the creation of the Operations Manager role for Morley. At the heart of this job is the practical facilitation of ministry and mission to allow St Peter's and St Andrew's to flourish in the years to come.

If you are excited about using your gifts to release the church in mission, then we look forward to your application. Do please contact me if you would like an informal conversation about the role.



Phil Harris
Rector of Morley

phil@morleyanglicanchurch.org
07709451661



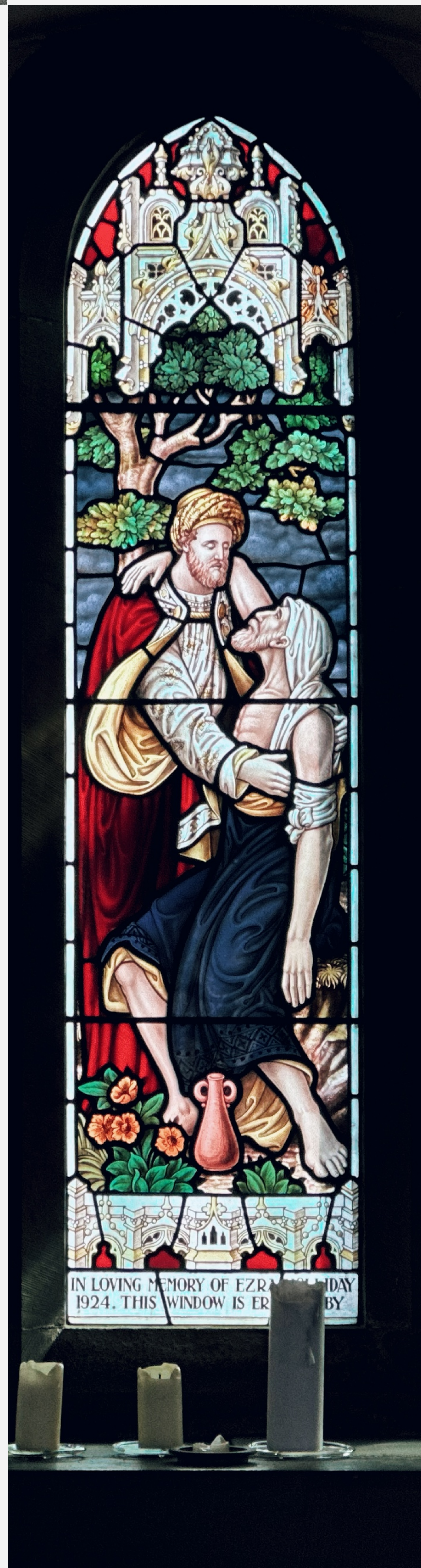
Role Description

The Operations Manager is a key senior leadership role at Morley Anglican Church, serving all congregations at St Peter's and St Andrew's.

As Operations Manager, you will be responsible for the day-to-day organisation of church life ensuring that our people, systems, buildings, and processes operate smoothly to facilitate the mission and ministry of the church.

You will be part of the Leadership Team, line managed by the Team Rector and working with the Staff team to shape the operational life of the church, creating the environment in which congregations, ministries and events can flourish and grow, to the glory of God.

This role is relational and organisational, requiring excellent communication, keen attention to detail, and the capacity to develop and implement effective systems and processes. It is a broad and varied role, involving close collaboration with staff, office holders, volunteers, and external partners.



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1924. THIS WINDOW IS ER [unreadable] BY

Job Specification

Administration

Provide leadership and oversight of our administrative functions, developing clear processes, systems and documentation to enable church operations to be consistent, efficient and well organised. This includes having oversight of the church calendars, ChurchSuite software, and ensuring effective support for staff in day-to-day operational matters.

Communications & Media

Oversee all internal and external communications of St Peter's Morley, working with key leaders and volunteers on newsletters, website development, social media output and printed materials. Be the primary point of contact for church enquiries, ensuring that information is disseminated effectively.

Facility Hire

Manage the operational running of St Peter's Community Centre and St Andrew's Community Hall. Acquiring new customers through effective marketing, overseeing invoicing and payments, engaging closely with customers and community partners. A key priority in the first 6 months will be establishing a sustainable income which will resource the churches' wider mission to Morley.

Buildings and Facilities

Lead the day-to-day management of church buildings and grounds, including overseeing maintenance, upkeep, compliance, repairs and contractor coordination. Overseeing a schedule of works based on Quinquennial inspection recommendations. This work will be carried out in close collaboration with the Churchwardens, who hold legal responsibility for church buildings on behalf of the parish.

Worship and Events

Support the staff team by providing operational support for worship services and church events ensuring resources, facilities and tech systems are functional across locations. Offer administrative support for occasional offices at St Andrew's.

Governance & Compliance

Support the ministry of the PCC, Churchwardens, Health and Safety Officers and Parish Safeguarding Officers to facilitate the consistent application of church governance and compliance across all areas of church life. Working to support the Treasurers to implement good financial systems and aid the work of grant applications.

Working relationships

The Operations Manager is a relational role, working in close partnership with church staff, leaders and officers to gather, equip and support teams of volunteers to facilitate the effective operation of church life.





Person Specification

Essential

- Experience in organisational operations or project management.
- Experience of working in an operational/administrative environment.
- Ability to learn new systems and adapt to new technologies quickly and effectively
- Experience of leading others, either volunteers or paid employees.
- Excellent written and verbal communication skills across multiple channels.
- Excellent IT skills including experience of Microsoft 356 or equivalent.
- Relational, friendly, good humoured and able to work with colleagues, volunteers and community partners, contributing to a joyful and positive culture.
- Highly motivated and able to work with initiative under the vision and values of Morley Anglican Church.
- A strategic thinker with a positive and creative approach to problem solving.
- Someone who thrives in detail within complex systems.
- Reliable and trustworthy with the ability to handle sensitive data appropriately.
- Experienced in church life and able to embody the values of the Christian faith and the missional aims of Morley Anglican Church in all aspects of the role.

Desirable

- Educated to degree level or higher, or with relevant experience in a similar context.
- Experience of working/volunteering in a church context.
- Experience of ChurchSuite database software.
- Experience of working within budgets.
- Experience of creating, developing and implementing policies and procedures.
- Media/design skills including experience of design software.
- Understanding of technology such as audio-visual systems and livestream technology.
- Understanding of the structures and processes of the Church of England such as faculty applications.
- Experience of website management.

What We Offer

As Operations Manager you will be joining a small, energetic and highly relational staff team who work closely together throughout the week with a strong emphasis on creative teamwork and mutual encouragement. The working culture is flexible, generous and trusting, valuing the importance of boundaries, holidays, retreats and sabbath rhythms. Morley has two supportive PCCs, a passionate Leadership Team and highly invested congregations who all work together to care for and encourage staff members.



It is an exciting time for the gospel and church growth in Morley. You will be making a key contribution to the churches' mission to share God's love, pray for renewal and make disciples of Jesus. The main base for work will be St Peter's Morley Community Centre, a beautifully redeveloped facility opening in July 2026. Included with the role is funding for professional development and training, which can be agreed as appropriate with the Rector.



Details, Terms & Conditions

Job Title	Operations Manager
Hours of work	Full Time – 40 hours per week. Hours will be predominantly within normal office hours, but do include regular flexible work on evenings and weekends, including Sundays, with time in lieu provided as needed.
Salary	£30,000 to £36,000 depending on experience
Pension	4% employer contribution and 4% employee contribution to the Pension Builder Scheme.
Employer	St Peter's Morley PCC.
Reports to	Rector of Morley, Revd Phil Harris.
Length of contract	Permanent.
Probation period	3 months.
Holiday	30 days, including bank holidays.
Place of work	Office space is provided at St Peter's Morley Community Centre. Flexible/hybrid working is welcomed, by agreement.
Start Date	September/October 2026
Conditions	Any job offer is made subject to the receipt of two satisfactory references and an enhanced DBS Check. Morley Anglican Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.



Application Process

For an informal conversation about the role, please contact the Rector, Phil Harris:
phil@morleyanglicanchurch.org

If you wish to apply for this role, please complete the application form in full and **return to Phil Harris by midnight on Friday 19th June 2026.**

Your personal statement should include:

- Why you have applied for the position.
- How you fulfil the Person Specification.
- What excites you about the vision and mission of Morley Anglican Church.

You will be asked to include the contact details for two references, which will be collected only following an offer of employment:

1. Professional Reference from current or most recent employer.
2. Character Reference from your church leader or another suitable person of responsibility.

If shortlisted, you will receive an invitation to interview – held in its entirety on the **afternoon of Monday 29th June 2026 at St Peter's Morley.** You should then expect to hear back within 48 hours of interview.

