

Dear Applicant,

Thank you for your interest in the role of Operations and Administration Manager at Emmanuel Community Church.

Emmanuel Community Church is an independent Evangelical Church which serves Stockport and Southeast Manchester. The church was formed in 1969 as Heaton Moor Evangelical Church and renamed in 2015 following our acquisition of new premises in Reddish to accommodate our growing congregation. We have retained our original premises in Heaton Moor and are now one church on two sites stretching across two communities. We are affiliated to the FIEC and fully subscribe to their doctrinal basis.

Emmanuel Community Church is at a defining stage in its development following numerical growth, the move to multisite in 2024, and the implementation of our Mission and Vision document.

Please find below the following information:

1. Church Background
2. Mission and Vision document
3. Job Description and Person Specification
4. Questions for Applicants

If you wish to be considered for the post then please email your CV and answers to the Questions for Applicants to office@emmanuelcc.co.uk or send by post to: 55 Green Lane, Heaton Moor, Stockport for the attention of The Administrator and marked Private and Confidential.

If you have questions concerning the post, then please contact me by email at adam@emmanuelcc.co.uk

The closing date is 10th September 2026 with interviews on the week commencing the 14th of September 2026.

We look forward to hearing from you.

The Peace of Our Lord,

Adam Bradley (on behalf of the Elders/Trustees)

1. Church Background

Our History

Heaton Moor Evangelical Church (HMEC) was formed in 1969 to provide a Gospel Ministry to the four Heatons (Heaton Moor, Heaton Chapel, Heaton Mersey and Heaton Norris). Following growth of the church particularly amongst families and young adults we unsuccessfully sought new premises in the four Heatons for a number of years. In 2015 the elders led the Church to new premises at a mill in the adjoining area of Reddish, believing that God was directing us to an additional locality in which to minister.

More recently, with the appointment of a new pastor in 2023, we have moved to being a multisite Church, which means we are one church that meets on two sites. The first Sunday of the month sees both sites meet at our Reddish Site, while the remaining Sundays sees a morning Service at 1030 at the Mill and an afternoon Service at 4pm at our Heaton Moor site. At all our Services we have provision for children and youth up to Year 9. Our mid-week activities mainly run from our Heaton Moor site, including our Friday children and youth work, although we are keen to explore beginning a work in Reddish too.

The church has grown in recent years to a Sunday gathering of about 180 adults and 50-60 children. Our Friday evening activities sees between 40-50 children from the church family and local community in attendance.

Our Structure

We are an elder lead church, headed up by our lead pastor. The elders, a team of 5, are responsible for the spiritual oversight of the church. We have 3 managing deacons, who together with the elders form our charity trustees, and a broad range of deacons who run various ministries and report to the elders. We have 5 paid staff; the lead pastor, associate pastor, a families worker (reaching out to families in the community with under 5s), a children and youth worker and currently an administrator.

We are in the process of applying to become a Charitable Incorporated Organisation (CIO).

2. Mission and vision document

Mission

We exist to treasure and proclaim Christ together.

Exist

Why are we here? This existential question really matters when it comes to healthy church life. Too often, secondary things, not necessarily wrong, but just not primary things can consume a church's imagination and focus. This, in the long run, will rob the church of the joy of single-mindedly being part of God's manifold wisdom on display (Eph 3:10). So, trying to answer the 'why' question, requires a ruthless commitment to digging down to first principles!

Treasure

In Matthew 13:44 we read these arresting words: 'The kingdom of heaven is like treasure hidden in a field. When a man found it, he hid it again, and then in his joy went and sold all he had and bought that field'. This parable is hugely instructive for us because it describes the Christian life as a joy-saturated commitment to the kingdom of God, which if we consider for long enough, we will realise is none other than a pleasure-filled pursuit of Christ himself. Why, because the kingdom is the rule and realm of Christ the king (Mark 1:15; 10:14). Put differently, it is impossible to separate the kingdom from the king.

So, why do we exist? We exist to treasure or value Christ above all things. This is a radical picture of discipleship, yet one that lines up with Jesus' own teaching. He instructed people to love him more than money (Luke 18:22), family (Matthew 10:37), life itself (Matt 16:24-26) and just to make sure we've got hold of this idea 'all things' (Luke 14:33). Following Christ is always a call to a single-minded commitment to him.

However, Jesus' parable in Matthew 13 goes further in that it uses the words treasure and joy. Sometimes discipleship can only sound like a painful giving up of things. It can seem like a heavy-handed parent taking the dummy from the mouth of a nursing infant. Yet, this parable paints a completely different picture. When Christ is seen for who he really is, all other things, including good things, are worth giving up, for his sake. Why? Because his treasure-ness outshines everything. Yet there is more, the Christian life is also a glorious call to enjoyment and gladness. Again in this parable, we don't see a begrudging selling of all that this person has, no we're told 'in his joy'! The Westminster Shorter Catechism captures this idea so well: Question 'What is the chief end of man? Answer 'Man's chief end is to glorify God and enjoy him forever'. Sam Storms intensifies the glorious truth we're reaching for here when he said: 'God is most glorified in us when our knowledge and experience of Him ignite a forest fire of joy that consumes all competing pleasures and He alone becomes the treasure that we prize'. So, we exist to create disciples who will on the one hand willingly abandon all for Christ and yet at the same time do it with joy-saturated hearts because Christ is the ultimate treasure! Let John Piper have the last word on this whole section 'If Christ is not embraced as our supreme treasure, he is not embraced for who he is'

And

To authentically treasure Christ always leads to an 'and' Or put differently, when we truly treasure Christ, and then look around us and see how millions and millions of people are treasuring counterfeit treasures it should/must provoke a response within us. And so...

Proclaim Christ

We proclaim Christ. Our love and enjoyment of Christ must overflow in evangelistic and missionary endeavours because Christ is the treasure that every human soul was made to enjoy (yet currently millions are dead to Him, see Eph 2)! Furthermore, Christ is of such value that even if every person on planet Earth were to fall on their knees in adoration of him, his value would not have been exhausted. He is the pearl 'of great value' (Matt 13:46), and rightfully deserves all the worship and adoration of people from every tribe and tongue (Rev 7:9) and even the whole creation (Col 1:15-20; Is 55:12).

And so we commit ourselves to being people who proclaim Christ (2 Cor 4:5)! Only the real and authentic Christ can rescue people from their sins and this present evil age (Gal 1:3-4). Only the real and authentic Christ can take spiritually dead people and make them alive (Eph 2:1, 5). Only the real and authentic Christ can transform rebellious and stubborn-hearted people into God-loving and other people preferring people (Ez 36:26-27). Finally, only the true Christ can bring his people (John 14:6) into the everlasting enjoyment of God himself (Ps 16:11).

Together

Finally, we do this together. Ephesians 2 shows us that one of the goals or outworkings of salvation is the unification of people in Christ. Paul reminds the church in Ephesus 'For he himself is our peace, who has made the two groups [Jew and gentile] one and has destroyed the barrier, the dividing wall of hostility, by setting aside in his flesh the law with its commands and regulations. His purpose was to create in himself one new humanity out of the two, thus making peace, and in one body to reconcile both of them to God through the cross, by which he put to death their hostility (v14-16). These verses have so many implications, yet for the purpose of this paper, I want us to focus on how central unity is to Christ's cross-work. Put differently, a disunified people cannot effectively proclaim Christ, because Christ is the great unifier of people in him. If we're disunified, our message will ring untrue when people look at our lives. As a result, we need to hold onto Christ's prayer for unity (John 20:21) and cherish the diversity of gifts and yet oneness we see in the body of Christ (1 Cor 12) and put to death me-myself-and-I ministries and instead embrace what God is doing in and through us as the church.

And so we look to treasure and proclaim Christ together.

Vision

This is our direction of travel for the next season. Or one might say, this is the next way marker on our journey towards fulfilling our mission. So what is our vision:

Our vision is to grow a large gospel-loving church that, along with other gospel churches, will help hundreds of people come to treasure and proclaim Christ across Stockport & South East Manchester.

In order for us to accomplish this vision we will look to be clear and unchanging in our proclamation of the gospel whilst flexible in our methodology.

3. Job description and person specification

Title: Operations and Administration Manager

Responsible to: Lead Pastor

Key Relationships: Associate Pastor, Trustees, Staff Team and Deacons

Status: The candidate is expected to be a Christian, be/become a member of ECC, to serve as part of the staff team, as well as be appointed, by the church, as the Operations and Administration Manager.

Hours: 20 hours per week

Contract: Permanent

Salary: £34,177 (FTE)

Annual Leave Allowance: 25 days per year plus bank holidays (pro-rata)

Location: ECC (both sites as required)

Purpose and Objectives

The Operations & Administration Manager is responsible for overseeing the day-to-day operations and administration of Emmanuel Community Church (ECC), ensuring that the church's systems, processes, facilities, and support functions operate effectively and efficiently.

The postholder will provide operational leadership across the church, develop and improve administrative systems, coordinate volunteers, support staff and ministry teams, and ensure compliance with relevant legal, financial, safeguarding, and governance requirements. The role is central to enabling the church's mission by ensuring the practical and organisational aspects of church life are delivered to a high standard.

Key Objectives

- Oversee the operational and administrative functions of ECC.
- Review, analyse, and improve organisational systems and processes.
- Recruit, develop, mobilise, and support volunteers involved in administration and operational activities.
- Manage and support the Organisational Deacons and staff team in the practical delivery of church life.
- Work closely with the Treasurer to support budgeting, expenditure management, and financial accountability.

Key Responsibilities

Operations and Administration

- Lead and facilitate a monthly Operations Meeting to ensure the effective and efficient operational management of the church.
- Provide overall coordination of church operational and administration activities.
- Manage operational aspects of whole-church events and activities, including church weekends away and other major events.
- Evaluate existing systems and processes and implement improvements where appropriate.
- Ensure effective administration of church activities, events, communications, and records.
- Maintain ChurchSuite and other church management systems, including calendars, contacts, rotas, and related data.
- Provide administrative support and guidance to staff and volunteers.
- Serve as the primary point of contact for facility hire enquiries and building users.

Financial Management

- Act as budget holder for key Organisational budgets.
- Assist the Treasurer to prepare budgets.

Human Resources

- Coordinate HR administration, including annual leave, other forms of leave, and personnel records.
- Support recruitment, onboarding, induction, and training processes for staff and volunteers.
- Maintain accurate HR records and ensure compliance with relevant employment policies and procedures.

Volunteer Leadership

- Champion volunteer engagement across the church.
- Develop and implement effective volunteer recruitment, onboarding, training, support, and retention strategies.
- Coordinate and support volunteers involved in administration and operational functions.
- Foster a positive culture of volunteer care, encouragement, and development.

Governance, Compliance and Risk

- Act as the church's Data Protection Officer (or equivalent lead), ensuring compliance with GDPR and data management requirements.
- Oversee the administration and implementation of DBS processes.
- Support safeguarding teams and ensure safeguarding procedures, policies, and practices are effectively maintained and implemented.
- Coordinate Health & Safety administration and compliance activities.
- Drive and manage the Trust Secretary administration and other governance requirements in partnership with the Trustees.
- Ensure relevant policies and procedures remain current, compliant, and appropriately communicated.

Communication

- Act as a key point of contact for internal church communications.
- Ensure effective communication systems are in place to support staff, volunteers, church members, and ministry teams.

Reporting and Leadership Support

- Monitor operational effectiveness and provide regular reports to Elders and Trustees.
- Attend Trustee meetings as required and, when requested, prepare meeting minutes and action summaries.
- Support the leadership team through effective planning, organisation, and follow-up of agreed actions.

General Responsibilities

- Undertake relevant training and professional development.
- Carry out any other duties reasonably required by the line manager, Elders, Trustees, or the needs of the organisation that are consistent with the nature of the role.

Character and Leadership Expectations

The postholder will demonstrate a strong and consistent example of **FAST leadership**:

- **Faithful** in service and commitment.
- **Accountable** in decision-making and stewardship.
- **Servant-hearted** in supporting others.
- **Teachable** and committed to personal growth.

The successful candidate will actively encourage and support others in developing these characteristics.

Person Specification

Assessment Key

A = Application | I = Interview | R = References

Experience

Essential

- Experience in operations and administration, management, office management, project coordination, or a similar role. (A, I)
- Experience of organising multiple projects, activities, or events simultaneously. (A, I)
- Experience of leading, recruiting, or coordinating volunteers. (A, I, R)
- Experience of managing people and providing supervision, support, or leadership. (A, I)

Desirable

- Experience of working within a church, charity, or voluntary sector organisation. (A, I)
- Experience of safeguarding administration, compliance, or related processes. (A, I)
- Experience of GDPR, governance, Health & Safety, or DBS administration. (A, I)

Skills and Knowledge

Essential

- Strong organisational and planning skills. (A, I)
- Excellent administrative skills and attention to detail. (A, I)
- Ability to prioritise workload effectively and meet deadlines. (I)
- Ability to analyse and improve systems, processes, and ways of working. (A, I)
- Strong verbal and written communication skills. (A, I)
- Ability to lead meetings, coordinate actions, and ensure follow-through on commitments. (I)
- Ability to delegate appropriately and empower others. (I)
- Competence in Microsoft 365 and church management databases or equivalent systems. (A, I)
- Ability to handle confidential information sensitively and appropriately. (I, R)
- Understanding of good governance, administration, and organisational compliance. (A, I)

Desirable

- Understanding of safeguarding responsibilities within a church environment. (A, I)
- Knowledge of ChurchSuite or similar church management software. (A, I)

Personal Qualities

Essential

- Self-motivated and takes ownership of responsibilities and outcomes. (A, I, R)

- Demonstrates initiative and effective problem-solving skills. (I)
- Able to work independently whilst contributing positively to a team. (I, R)
- Warm, approachable, and able to build effective relationships with a wide range of people. (I, R)
- Demonstrates high levels of emotional intelligence, with the ability to build trust, understand diverse perspectives, and navigate sensitive or complex interpersonal situations with empathy and professionalism. (I)
- Flexible and adaptable in a changing environment. (I)
- Demonstrates a servant-hearted leadership style and commitment to supporting others. (I, R)
- Committed to safeguarding, confidentiality, and good governance. (A, I)

Christian Commitment

This role has a genuine occupational requirement that the postholder be a committed Christian, in accordance with the Equality Act 2010 as the role will, for example, include leading regular prayer meetings for deacons and an ability to ensure that systems and policies introduced fit within our Christian ethos.

Essential

- Committed Christian with an active and growing faith. (A, I, R)
- Able to support and actively promote the Mission, Vision, Values, and ethos of Emmanuel Community Church. (A, I)
- Willing to become a member of Emmanuel Community Church (if not already a member). (A, I)

Operations & Administration Manager Application Questions

- 1. Please tell us how you became a Christian and describe your journey of faith to date.**
- 2. In your own words, what is the Gospel, and why is it central to the Christian faith?**
- 3. Why are you applying for the Operations & Administration Manager role at Emmanuel Community Church?**
- 4. Please describe the experience, skills, and qualities you believe have prepared you for this role.**
- 5. Tell us about a time when you improved a system, process, or way of working.**
- 6. In what ways do you reflect FAST values (Faithful, Accountable, Servant-hearted, and Teachable) in the way you lead and serve?**