



Title: Business Manager with responsibility for Business, Finance and Buildings

Job Type: Part Time

Contract type: Permanent (subject to 6 months probation period)

Salary: £35,000 (FTE)

Working hours: 3 days per week (24 hours). Staff days off are Wednesdays and Saturdays. Working from home hours to be arranged with line manager but are not more than half of allocated hours.

Benefits: 22 days annual leave (pro-rata) plus 8 bank holidays, family friendly policies and pension contributions.

BRBC is driven by the desire to see God's kingdom on earth (as revealed by and in Jesus Christ) accepting the exclusive authority of the Bible, and exists to provide the opportunity for those who share that desire to put their faith into practice and witness to the community in both word and deed. In achieving this desire, BRBC seeks to let the Holy Spirit lead it in all that it does and every decision that it makes.

We are a growing and vibrant church and our mission is to "love Jesus together and help others to do the same". We are seeking to employ a Business Manager who will have a focus on and responsibility for business, finance, buildings, and effective stewardship of resources. This role supports the church by managing the church's business affairs, enabling ministry staff and volunteers to focus on church ministries and activities. This role will involve working closely with the Operations Manager.

Requirements:

- Experience in business administration.
- Background in HR, finance or facilities management.
- Experience managing teams or leading organisational processes.

- Strong interpersonal and communication skills and a high level of professionalism. Ability to ensure all communication reflects and is imbued with our ethos.
- Team-Orientated: Team player who is able to work cooperatively with the staff team and in conjunction with the overall church vision. Participate in weekly staff meetings, including studying the Bible and praying together.
- Theological: Doctrinal unity with the statement of faith of BRBC. Seek the Lord's will in how you serve Him through your work, so you may honour Him and your calling, pray for the ongoing work of the church (Ephesians 6:18)
- Relationships: Contribute to our collective promotion of Christian motivation and practice in our work and working relationships, and contribute to a working environment of mutual Christian encouragement and growth. (Matthew 18:15-17; Psalm 133)

Line Managed By: Lead Pastor

Key Responsibilities

1. Financial & Business Management

- Oversee the annual church budget in consultation with leadership and finance team.
- Monitor income and expenditure; provide quarterly reports to the Elders.
- Lead the finance team and work collaboratively with them to ensure the smooth and accurate delivery of bookkeeping, payroll, pensions, expenses, and financial controls.
- Ensure compliance with charity law, HMRC, and audit requirements.
- Manage contracts, service agreements, and key supplier relationships.
- Work with trustees to ensure legal and policy compliance.
- Maintain policies (safeguarding, H&S, data protection, etc.).
- Oversee GDPR compliance and data management systems.

2. Human Resources (HR)

- Oversee recruitment, contracts, and HR policies.
- Ensure legal compliance in employment law, safeguarding, and staff welfare.
- Oversee and implement the Staff Handbook.
- Maintain accurate HR records.

3. Buildings

- Oversee the management, maintenance, and compliance of church buildings and cemetery.
- Supervise cleaning staff and external contractors.
- Ensure Health & Safety compliance, including risk assessments, fire safety, food hygiene and insurance.
- Manage and organise external bookings. E.g weddings/funerals
- Oversee the use, upkeep & compliance of the minibus for church ministries and external agencies.
- Be a part of the Building Team providing support where needed and be a link to the staff team and Elders.

4. Administration

- Work with Elders to organise church members' meetings, preparing agendas and voting slips and taking minutes.
- Ensure membership records are kept up to date and keep minutes and accurate records of official church members' meetings.
- Understand the Church Handbook and Constitution and ensure that the documents are adhered to.
- Provide business insight and risk assessments for large events.

BRBC is currently advertising for three individual part-time roles. Applications are welcome from candidates wishing either to do one of the roles on a part-time basis, or a combination of two of the roles, where their skills and experience fit both. Where you would like to apply for more than one of the roles, please make this clear in your covering letter, including how you would envisage combining them.

Please note that the Church can only consider applicants who presently have the right to work in the UK and can provide proof of Right to Work in the UK. All candidates must be personally committed to the Christian faith, be willing to become a member at Bradfield & Rougham Baptist Church and embrace its values and vision, in line with the equality Act 2010.

Offers of employment will be subject to satisfactory personal and professional references.

To apply, submit a covering letter detailing why you are suitable for the role together with your CV to anna.ruegg@brbaptistchurch.com

Closing date: Tuesday 10th March 2026