



## OPERATIONS MANAGER

Are you an organised, proactive leader who thrives behind the scenes?  
Do you want your work to help shape communities and support lives of faith and service?

If so, we'd love to hear from you.

We are three churches, All Saints' Church Sedgley, St Andrew's The Straits, and St Peter's Upper Gornal, united in our mission to grow and share the Christian faith in our local communities. As part of our exciting journey of growth, we are looking for an Operations Manager to play a vital role in turning vision into reality.

This is a unique opportunity to bring your operational and administrative skills to a role that truly makes a difference. As a key member of our team, you will play an essential part in the day-to-day operations of the parish ensuring the smooth delivery of administrative, financial and logistical functions. Your work will help create a strong foundation that enables our clergy and volunteers to focus on ministry and mission.

The successful applicant will be highly organised and motivated with proven experience in operations, administration or management. They will thrive in a dynamic environment, able to manage multiple priorities while maintaining clarity and focus. Strong communication and planning skills are essential, as is the ability to work collaboratively with a wide range of people. Most importantly, they will bring a heart for service and a genuine sympathy with the aims, values and ethos of the Church of England.

If you're passionate about using your gifts to serve a growing church and community in the **Parish of Gornal & Sedgley**, come and join us.

Hours: 18 hours per week to be worked flexibly  
Based: All Saints Parish Office and Home working  
Salary: £32,000 pro-rotta + pension  
This position is for a fixed term of up to 4 years

For more information please visit our website [Gornal and Sedgley](http://Gornal and Sedgley) or contact the Renewal Leader: Rev'd Canon Diane Cooksey [revdiane@allsaintssedgley.co.uk](mailto:revdiane@allsaintssedgley.co.uk)

**DEADLINE FOR APPLICATIONS: 9AM MONDAY 20TH APRIL VIA THIS LINK:  
[APPLICATION FORM](#)**

**INTERVIEWS WILL TAKE PLACE WEEK COMMENCING 27<sup>TH</sup> APRIL**

The PCC Of Gornal and Sedgley is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.