



We are hiring!

Director of Operations

Part-time (20 hours per week), 1 year fixed term contract, renewable

Salary: £35-40k pro rata

A unique job at a unique church.

We attract up to a thousand visitors a day in high season. They come to photograph the famous North Door with its Tolkien connection, explore the history of the town, or just to experience the beauty of the Cotswolds.

We are also a faithful worshipping community with weekly services as well as weddings, blessings and funerals. Our priest in charge is a transitional minister who is tasked with raising the profile of the church locally and nationally with our visitors.

This is a dual focus role. We have made a good start on engaging with visitors but we know we could do more. We are looking for a strategic, entrepreneurial practitioner who can work with us to engage with these pilgrims, tourists and visitors to share our message of love and hope in our faith. We also need to you provide the operations leadership to ensure that we are compliant with the necessary legal requirements of a grade one listed building.

Are you the unique individual who can help shape the future of our North Cotswold church in a significant tourist area?

Key responsibilities will include:

- Leading on developing and delivering our strategy to strengthen the visitor experience at St Edward's Church.
- Leading on the overall operations and logistics for a grade 1 listed church building
- Overseeing church office, facilities, and administration
- Working with the priest in charge and PCC secretary on how enhance our communications via our website, social media and marketing
- Assisting with event planning and delivery in collaboration with the priest in charge and director of music
- Ensuring compliance with safeguarding, health & safety, legal regulations and data protection
- Contributing to governance and committee work

About You

We are looking for someone who:

- Has professional experience in developing tourist and event engagement within venue management or similar leadership roles.

- Is highly organised, strategic, and a collaborative problem-solver.
- Has experience with governance and legal and regulatory compliance relating to venues and/or churches.
- Has practical awareness of how to meet diverse visitor needs.
- Has fundraising and budgeting experience.
- Is able to work collaboratively in a team and with integrity.
- Has excellent people management and communication skills. Experience working with volunteers is desirable.
- Shares the mission, vision and values of St Edward's Church as a Christian organisation and appreciates the complexities of bringing visitors into a sacred space.
- Experience in a church, charity, or not-for-profit setting is desirable but not essential.

Terms

- Hours: 20 hours per week, flexible to be negotiated.
- Location: St Edward's Church, Stow on the Wold and home working
- Line management: Reports to the Priest in Charge

How to Apply

For an informal conversation about the role, please contact Revd Karen Wellman (Priest in Charge) at revdkaren@stedwardsstow.org.uk or Elizabeth Allen (PCC Secretary) at secretary@stedwardsstow.org.uk

To apply for this role please send a CV to with a covering letter telling us how you would develop the visitor experience at St Edward's in the context of a grade 1 listed church to secretary@stedwardsstow.org.uk

Closing date midnight on the 22nd February. Interviews Friday 6th March

Website: www.achurchnearyou.com/St-Edward-Stow

Instagram: [st_edwards_stow](https://www.instagram.com/st_edwards_stow/)

St Edward's, Stow on the Wold is committed to safer recruitment practices.