

Job description

Job title	Operations Manager, Doncaster Minster
Salary (annual or hourly rate)	£36,000–40,000, dependent on experience
Status of role (permanent, fixed term etc)	Fixed term, initially for 2 years. There is a strong possibility that the post will be renewable for a further 3 years, but we are not currently in a position to give guarantees.
Reporting to	The Vicar of Doncaster Minster
Working alongside	• Incumbent of Doncaster Minster • Churchwardens and PCC • Members of the Minster team and volunteers • Local community partners (City Council, agencies and individuals) and relevant networks • Relevant Diocesan Staff
Responsible for	• Administrative Officer • Operations Assistant
Date of issue	30 September 2026

Background to the post

The Doncaster city centre churches have been awarded substantial grant funding by the Church of England to renew and expand our mission and service to our city. As part of this project, the Minster is recruiting for this key post, which will be crucial to its delivery.

Overall purpose of post

The main purpose of the role is to support the operation and ministry of Doncaster Minster as a place of worship, and a premier heritage and cultural venue, by making a dynamic and strategic contribution to all aspects of the Minster's operations (its people, buildings and facilities, ICT, communications and finance).

The Operations Manager will be a key member of the Minster team, whose aim is to:

- Grow and equip new and existing disciples to build new congregations and strengthen existing ones in the Minster;
- Establish further the Minster as one of the foremost heritage and cultural venues in the

City;

- Together with the Vicar, Churchwardens and PCC, develop a coherent overview of the Church Estate to ensure that all obligations regarding the maintenance and conservation of the Minster (a Grade 1 Listed building) are met, and to inform the next phase of the development of all parts of the Estate;
- Contribute to the delivery of a property master plan that will equip the Minster's buildings to serve the needs of the church and wider community for decades to come, providing space for worship, heritage, cultural events and concerts, community activities, and revenue-raising opportunities.

	Responsibilities & accountabilities	Nature and scope of role
1	To support the implementation of the Minster's vision.	• Within the Minster's leadership team, develop strategies and implementation plans to deliver the vision and support the activities in the Church year. • Inputting to the Minster's budgeting and financial planning processes, working closely with the Minster team, to support the delivery of the Minster's strategic objectives. • With the Vicar and relevant others, to ensure that key decisions and priorities relating to the implementation of the Minster's vision are clearly communicated between the senior leadership, ministry leaders, other staff and key volunteers.
2	To ensure that the Minister estate is used effectively as a place of worship and a heritage and cultural venue.	• Contribute to the delivery of an emerging property master plan, to ensure that the Minster's buildings can best serve the needs of the church and wider community. • Develop a major works maintenance plan drawing on the recommendations of the Quinquennial Report. • Oversee good health & safety practice across the church buildings. • Oversee 24 hour security and fire safety provision'. • Line manage staff and volunteers involved in the maintenance, cleaning and operation of the building. • Organise and oversee routine maintenance and repairs of the estate within approved budgets, Church Faculty and City Planning requirements. • Ensure that internal and external bookings of the church building are well managed to

		maximise usage, including its availability for concerts, art exhibitions, heritage events, civic services, rehearsals and choir practices, as well as the regular schedule of church services and existing community activities.
3	To provide effective administration service to support the mission of the Minster Church including finance, HR, GDPR and IT functions.	• Provide day to day supervision of any other administrative staff and volunteers as required, including staff development and the development of the team ethos. • Manage the church office environment to ensure that the working environment and working practices are efficient, flexible to support the mission and values of Minster. • Develop the use of tools for managing the church programme and diary, developing protocols for their use and providing training where needed. • Monitoring and reporting project progress to the central Diocesan team and national Church quarterly, and otherwise as required.
4	To support the Treasurer and PCC in the efficient and effective management of the Minster's finances.	• Work with the Treasurer to manage the Minster's annual budget round in consultation with ministry leaders and budget supporting the Treasurer to prepare the budget. • Oversee the day-to-day finance operations of the Minster, advising budget holders to manage their budgets well, and suggesting reallocation of finances where necessary to deliver the vision. • Manage the operational budget. • Manage the building maintenance budget for the Minster's buildings, contents and equipment effectively and in line with agreed priorities, including service contracts as necessary.
5	To be responsible for the Minster's HR functions, to ensure that the PCC acts as a good employer.	• Under the Vicar's leadership, advise on the staffing structure which will best support the Church's mission and ministry and to manage the recruitment process for new appointments (paid and voluntary). • Support the Leadership team in their role as managers. • Together with the Vicar provide support to employees and ensure that the Minster fulfils its legal obligations. • Help to recruit, enthuse, and manage volunteers to enable to Minster to increase

		its opening hours as part of its welcome to visitors.
6	To hold overall responsibility for the Minster's communications channels.	• Liaise with the Communications Manager for the Diocese to develop and implement a church-wide information and communications strategy which works with the diocesan communications strategy; • Ensure that the website is updated regularly and oversee the development of the Minster's profile and activity via wider social media; • Develop and implement church-wide information and communications strategy in consultation with central diocesan communications team and other stakeholders. • Manage and develop the promotion of the Minster events both internally and externally; • Ensure consistency of branding, style, and messaging at the Minster.
7	To create a sustainable model that provides economic security for the Minster.	• Collaborate in the planning and delivery of fundraising activities for specific projects and operational activities, including through grant applications, increased commercial bookings and the Minster retail offer. • Manage grant funding obligations, e.g. liaison with grant funders, accurate data collection and reporting and meeting deadlines. • Create and implement an income generation policy. Including, but not limited to event hosting, guided tours of the Minster, and Organ experiences, and enhancing the Minster's retail offer. • Encourage generosity, in all its fullness, and enabling financial giving to the Minster, increasing individual, and community giving.
8	To ensure that robust and proportionate corporate governance processes are implemented and adhered to.	• Oversee good governance, including charity law, GDPR, HR and IT requirements. • Work closely with the Treasurer in relation to the ongoing development of financial, budgetary and procurement systems. • Work closely with the Vicar and Parish Safeguarding Officer to ensure that the

		Minster follows relevant good practice in safeguarding. • Support PCC policy development processes. • Liaise with external authorities & stakeholders including local parishes, Sheffield Diocese and Doncaster City Council as required.
Generic responsibilities		
7	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately	
8	To undertake other duties as may reasonably be expected	

Person specification

Attributes	Essential	Desirable
General	• An organised person with advanced administrative and communication skills, able to recruit, lead, manage and inspire a team of staff and volunteers • Someone able to work consistently to a high standard, able to prioritise and delegate as appropriate • A creative, innovative thinker • A team player as well as a team leader	
Qualifications & training	• Educated to degree level or equivalent • Appropriate professional qualifications or equivalent experience, e.g. Business Management, Finance, Facilities Management or HR	
Experience	• Managing and developing a team • Financial systems and budget management • Branding and communications	• Project management • Working in a church or charity environment • Fundraising, applying for external grant funding and grant monitoring/reporting • Events management/planning
Knowledge, skills and abilities	• Strong interpersonal skills • Analytical, problem-solving, decision-making and resource management • Ability to deal with and help lead change • Able to maintain good boundaries and confidentiality • Competence in using Microsoft Office [any other software packages?]	• ICT systems to support a small organisation • Familiar with the governance structures of a Church of England parish • Familiar with safeguarding requirements and good practice
Personal qualities	• In sympathy with the culture and ethos of the Minster and of the Church of England	

Please note this role may be subject to a Basic DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact us at HR@sheffield.anglican.org

Please note: Doncaster Minster does not hold a Home Office sponsor license and is therefore unable to sponsor Skilled Worker or other work visas. Applicants must have the legal right to work in the UK at the time of application and for the duration of their employment.