Belfast City Vineyard

Operations Lead

Role: Operations Lead
Location: 92-114 Cavehill Road, Belfast
Line Manager: Senior Pastor
Salary: £30,000
Hours of work: Full time (37.5hrs) Monday- Friday with occasional evening or weekend work
Final application Date: 16th November 2026
Start Date: January 2027

About Us

We are a community dedicated to pursuing the deep personal transformation that only comes from saving faith in Jesus, and then letting what He has done in us overflow and influence the world around us. We believe that everyone needs to be formed by Jesus in friendship with Him, everyone needs a community to be part of and contribute to and everyone who loves and follows Jesus is blessed and commissioned to impact the world around them. It is our desire to see this vision shape and inform every area of ministry, regardless of age or stage.

About The Role

Belfast City Vineyard is looking for an organised, proactive and people-focused Operations Lead to help ensure the day-to-day life of our church runs smoothly, safely and effectively.

This is a varied and important role at the heart of church life. You will oversee the practical and operational aspects of Belfast City Vineyard, helping turn vision and plans into action and creating the systems, structures and support that enable our church family, staff and volunteers to flourish. This role is a real opportunity to make a tangible difference for the kingdom of God in North Belfast and the wider city by creating the practical environment and systems that allow ministry and community life to happen well. The role also includes participation in wider church activities, staff meetings, training and relevant Vineyard Churches UK&I events, as required. Reporting to the Senior Pastor, you will have responsibility across administration, finance, communications, buildings and facilities, health & safety, HR support and governance. You will also serve as Secretary to the Board of Directors and work alongside relevant Board sub-groups.

This is not a role where you are expected to do everything yourself. A key part of the position is developing and supporting volunteers and leaders, building effective teams and ensuring that responsibilities are carried out well.

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About you

We're looking for someone who is:

- **Highly organised**, with the ability to manage a wide variety of responsibilities and keep things moving.
- **Proactive and practical**, able to spot what needs doing and follow it through.
- People-focused, with the ability to work well with staff, volunteers, church members, contractors and external organisations.
- **A good communicator,** able to communicate clearly and sensitively with a wide range of people.
- Detail-oriented, particularly when dealing with finance, compliance, health & safety and administration.
- **Able to develop people and teams,** rather than feeling that you have to do everything yourself.
- **Comfortable taking responsibility**, making appropriate decisions and ensuring agreed actions are followed through.
- **Committed to the life and values of the local church** and excited by the opportunity to use your gifts to support the wider ministry of Belfast City Vineyard.

A significant part of this role is enabling other people to contribute well. You will oversee and support teams including cleaning, hospitality and welcome, and help recruit, train and coordinate volunteers who contribute to the safe and effective running of Sunday services and church events.

Key Responsibilities

<u>Planning & Communications</u>

- Participate in regular formal strategic planning meetings, helping translate agreed strategic decisions, in pursuit of the church's mission and vision, into practical action.
- Oversee all church communications across services, social media, website and email, ensuring content and tone reflect our Christian values.
- Support the organisation of special services, conferences and seasonal events.
- Manage the church calendar, room bookings and key internal systems

<u>Finance & Administration</u>

- Manage day-to-day financial administration within agreed procedures and delegated authority, including transactions, payments, banking, cash handling and Xero records.
- Manage day-to-day administrative needs of the organisation including monitoring email, phones and mail.
- Prepare financial information and reports for the church accountants, Board and finance team.
- Support good financial oversight, ensuring processes are accurate, organised and timely.
- Supporting GDPR and data protection compliance.

<u>Operations & Facilities</u>

- Oversee the day-to-day running of our Cavehill building and operational systems.
- Coordinate maintenance, repairs, cleaning, room use, storage and facilities.

- Manage agreed maintenance budgets and external contracts.
- Oversee IT systems and liaise with external contractors.
- Manage the use of the building by church groups and external organisations, including bookings, policies, insurance and practical arrangements.

Health & Safety

- Act as the Competent Person for Health and Safety, working with external health & safety and fire safety specialists, as well as the board Health and Safety Sub-Group.
- Maintain health & safety policies, procedures and risk assessments.
- Coordinate all required equipment testing and safety checks.
- Ensure appropriate staff training is in place.

Governance & HR

- Act as Secretary to the Board of Directors, organising Board meetings, agendas and papers, taking minutes and following up actions.
- Liaise with the Chair, Senior Pastor, Board members and professional advisers on company secretarial and governance matters.
- Support relevant Board sub-groups, including Finance, Health & Safety, HR and Buildings.
- Coordinate policies and key governance documents, ensuring legal compliance and that the policies reflect the church's ethos
- Advise or escalate deadlines, risks and compliance concerns, seeking professional advice where required.
- Supporting HR processes, documentation and external HR/legal relationships.

Leadership

- Oversee cleaning team and volunteers, providing encouragement and pastoral and prayer support.
- Liaise with hospitality and welcome team leads to determine what supplies are needed for Sundays.
- Line management of potential future administration and caretaking staff, including praying with and for them.

General Duties Applicable to all BCV Staff

- Prepare for, attend and engage in staff meetings and prayer times.
- Prepare for and attend monthly meetings with Line Manager.
- Prepare for and attend Annual Appraisal (including review, evaluation and target setting).
- Attend relevant training courses as approved by Line Manager.
- Attend and serve at wider church events, such as leaders' gatherings, special services and newcomers' meals, where required.
- Attend Vineyard Churches UK&I Conferences when required.
- Perform the job in accordance with BCV's policies and procedures, especially the Equal Opportunities and Harassment Policy.

The list of duties contained above is not intended to be exhaustive. Other duties not listed above may be required from time to time and it is a condition of employment that the post-holder be willing to undertake other reasonable duties as may be required from time to time.

Application

Applications can be requested from the office or by emailing alan@belfastcityvineyard.com and should be returned to alan@belfastcityvineyard.com or posted to: Belfast City Vineyard, 92-114 Cavehill Road, Belfast, BT15 5BT

All initial applications must be received by 12pm on Monday 16th November 2026.

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Person specification for the post of Operations Lead

	Essential	Desirable
Qualifications	5 GCSEs / O Levels at Grade C or above including Maths and English or equivalent qualifications	IOSH and/or NEBOSH qualifications.
Experience	Experience in an operations, administration, office, facilities or similar coordination role. Experience of maintaining effective systems, records, policies and administrative processes. Experience of routine financial administration and working accurately with financial information. Proven track record using Microsoft Office and experience learning new IT systems such as Xero, ChurchSuite Canva and other digital tools.	Experience of premises, facilities, health and safety or compliance coordination. Experience supporting a Board, trustee body or committee, including agenda preparation, minute taking, governance records and action tracking. Proven track record in leading volunteer teams and in developing leaders Experience in line managing staff. Experience using Xero, ChurchSuite or comparable systems. Experience liaising with professional advisers in areas such as HR, legal, finance, insurance, IT, fire safety or health and safety. Experience in communications and social media. Experience of policy development, HR, GDPR, Health and Safety, and Risk Management.

Skills	Ability to get work done through others while maintaining vision and values Able to coordinate premises, suppliers, contractors or service providers, with sound attention to risk and value for money. Clear and professional written and verbal communication skills, including the ability to prepare concise reports, papers or minutes. Ability to take initiative; researching, identifying and implementing strategic solutions Good judgement, discretion and the ability to handle confidential or sensitive information appropriately. A practical, organised and service-oriented approach, with willingness to undertake both coordination and hands-on tasks.	Ability to think creatively A keen understanding of social media
Personal / Character	Demonstration of faith in Jesus including willingness and ability to communicate the story of your own faith journey Demonstrate a commitment to the ethos, vision and values of Belfast City Vineyard, including our statement of faith and commit to investing in our church community as a whole Life-long learner, able to lead yourself and eager to improve your skills and strengths, both personally and within your role You will be working within a staff team environment and will therefore show a high degree of relational and emotional intelligence, contributing to the team as a whole and being responsive to correction and direction from outside your ministry	A keen understanding of Vineyard Values