

## Operations Manager

**Reports to:** Lead Pastor

**Hours:** Full-time or Part-time

If Part-time, the role will be supported by an additional part-time Operations Assistant

**Contract:** Permanent

**Salary:** £28-35k – FTE DPE

**Start date:** Summer 2026

**Interviews:** 26 May & 16 June

## Overview

Six:Eight Church marks a bold new chapter for St Patrick's Ballymacarrett in East Belfast. Inspired by Isaiah 6:8 – "Here am I. Send me." – we are establishing a new church community, rooted in scripture and alive in the Spirit.

Six:Eight is a place where people encounter God and are sent to live for Him.

We long to see people experience the presence of God through worship and prayer, grow as followers of Jesus in authentic community, and step into lives marked by courage, faith, and mission. Our heart is to serve the city, strengthen communities, raise and equip leaders, and reach those who are far from faith.

This new church is rooted in the rich heritage of St Patrick's – a place shaped by faithfulness, resilience, and generations of mission in East Belfast – and carries a vision for renewal in our time. We believe this can once again be a place where many encounter God and are sent out to live for Him across Belfast and beyond.

We are intentionally outward-facing, seeking the transformation of Belfast through Spirit-filled believers living out their faith in everyday life, alongside the planting of new worshipping communities.

Six:Eight is part of a Resource Church Plant in partnership with Gas Street Church (Birmingham), HTB through the Revitalise Trust, and the Diocese of Down & Dromore (Church of Ireland). Together, these partners are committed to seeing renewal, discipleship, creativity, and mission established across the city.

To help build this from the ground up, we are appointing an Operations Manager. This is a foundational leadership role in a pioneering season – shaping the systems, culture, and environment that will support everything God does through this church.

We are looking for someone who loves to build, thrives in dynamic environments, and wants to help establish a vibrant, Spirit-led, and mission-focused church community for years to come.

# **Role Responsibilities**

## **Core Responsibilities**

- Ensure the smooth running of Sundays, events, communications, and administration
- Build and maintain systems and structures that enable ministry to flourish
- Contribute to the spiritual life of the church through prayer, spirit-led decision-making, participation in worship, and supporting ministry leaders outwork the vision
- Support the Lead Pastor and leadership team in implementing the church's vision
- Oversee logistics, organisation, and day-to-day operations in a growing plant
- Foster a culture of excellence, welcome, prayer and grace behind the scenes
- Develop and lead volunteer teams, with future line-management responsibilities
- Oversee governance, finance and HR

## **Strategic & Organisational Leadership**

- Work closely with the Lead Pastor on operational strategy and long-term planning
- Embed the church's theological vision and Christian values into organisational structures, ministry systems, and team cultures.
- Shape and implement systems and processes that support church growth
- Lead the operational aspects of governance, compliance, and HR
- Prepare for and support Select Vestry meetings (board-level governance), ensuring timely paperwork, reports, minutes, and organisational follow-through.
- Oversee budgets, reporting, and financial processes in partnership with the Finance Team
- Contribute to annual planning cycles and cross-department collaboration

## **Sundays & Events**

- Lead the operational delivery of all Sunday gatherings
- Develop and manage volunteer teams, rotas, training, and pathways
- Create scalable systems for Sundays and midweek ministries
- Manage internal and external events, including Alpha, conferences, leadership gatherings, and life events (baptisms, weddings, funerals)
- Ensure excellent hospitality, environment, and flow for all gatherings

## **Communications & Systems**

- Manage digital systems (ChurchSuite, email lists, website updates)
- Oversee internal communications across the church
- Support external communications in collaboration with ministry leaders
- Develop systems that improve clarity, effectiveness, and organisational culture

## **Facilities, Health & Safety & Compliance**

- Oversee building operations, facilities management, contractors, and suppliers
- Ensure compliance with safeguarding, GDPR, H&S, and organisational policies
- Develop and review policies, procedures, and risk assessments
- Maintain safe, welcoming, and well-managed environments across all ministries

## Person Specification

### Essential

- A committed follower of Jesus whose faith is active and central to their life, and who can model, promote, and protect the Christian vision, values, and ministry ethos of Six:Eight in all aspects of leadership and operational decision-making ([statement of faith](#))
  - Strong organisational, administrative, and leadership skills
  - Experience in operations, administration, project management, or organisational leadership
  - Ability to create systems, lead teams, and manage complex responsibilities
  - Strong communication skills and emotional intelligence
  - High integrity, good judgement, and confidentiality
  - Ability to multitask, problem-solve, and adapt in a pioneering context
  - Willingness to work some evenings and weekends
- \*A satisfactory Enhanced Access NI check will be required for this role

### Desirable

- Previous church or charity operations experience
- Experience managing budgets and financial processes
- Familiarity with digital tools (ChurchSuite, G-Suite, website platforms)
- Knowledge of the Belfast context

## What We Offer

- A role with significant influence and the chance to shape a new church
- A supportive, prayerful, and creative team culture
- Flexible working
- 25 days annual leave
  - Plus: NI statutory holidays, Christmas office closure, retreat days
- Pension contribution
- Opportunities for professional development and spiritual growth
- Flexibility as the organisation grows

### A Role Designed to Grow

As the Resource Church develops, the Operations Manager will play a central role in expanding the operations team, developing systems for multiple ministries, and supporting future church plants and initiatives emerging from Six:Eight.

## How To Apply

Applications via this link before May 15<sup>th</sup> at 5pm: <https://tally.so/r/b5rdxg>

For an informal conversation about the role please contact [mike.darbandi@sixeight.church](mailto:mike.darbandi@sixeight.church) (Lead Pastor)