**CHURCHES TOGETHER IN SOUTH TYNESIDE**

**OPERATIONS MANAGER – JOB DESCRIPTION**

**Post:** Operations Manager  
**Hours:** 18 hours per week (with some flexible working)  
**Salary:** £41,000 pro rata (£19,945 actual)  
**Holiday:** 28 days per year plus bank and statutory holidays (pro rata)  
**Contract Type:** Fixed term, 2 years  
**Location:** Home-based (with occasional local travel)  
**Employer:** Churches Together in South Tyneside (CTST)  
**Responsible to:** The Board of Trustees  
**Application Deadline:** October 29th 2025

**About Churches Together in South Tyneside**

We are a partnership of local churches working together to support older people, those living with dementia, families in need, and our wider community. Our projects include initiatives to reduce loneliness and isolation among older people, dementia support, Street Angels, a foodbank and interfaith activities.

We are looking for an **organised, proactive Operations Manager** to oversee the smooth running of our charity. This is a varied and rewarding role at the heart of a small but impactful Christian organisation which puts Gospel values into practice.

**Overall Purpose of the Role**

* Ensure the efficient administration, governance, and compliance of the charity.
* Support trustees and project leads in delivering our strategic goals.
* Oversee HR, finance, and funding processes.
* Build strong relationships across the team and represent CTST externally.

**Key Responsibilities**

**1. Governance & Compliance**

* Ensure CTST complies with all legal, regulatory, and safeguarding requirements.
* Act as Designated Safeguarding Person (training provided), Health & Safety Officer, and Data Protection Lead.
* Ensure appropriate policies and procedures are up to date and implemented.
* Prepare regular reports for trustee meetings.

**2. Finance**

* Work with the Treasurer to oversee financial processes, budgeting, and reporting.
* Prepare the annual budget for trustee approval.
* Review insurance requirements and ensure cover is in place.
* Maintain oversight of core funding and financial sustainability.

**3. Funding & Development**

* Identify and pursue new grant opportunities and funding streams.
* Build relationships with funders and attend local funding forums.
* Prepare umbrella applications for core funding with input from project leads.
* Support project leads with grant applications and funder reporting.

**4. HR & People**

* Oversee HR functions including recruitment, onboarding, and staff welfare.
* Support, motivate, and encourage staff and volunteers.
* Take a lead in building team cohesion and joined-up working.

**5. Policies & Procedures**

* Work with the Policy & Procedure Sub-Committee to develop, review, and monitor policies.
* Advise the Chair on the policy review timetable.

**6. Strategy & Teamwork**

* Work closely with trustees and project leads to support strategic goals.
* Support coordination of projects and events.
* Act as an ambassador for CTST, modelling our values and behaviours.

**7. Other Duties**

* Undertake any other responsibilities commensurate with the role as required.

**About You**

We welcome applicants from all backgrounds. You will bring:

* Strong organisational and administrative skills.
* Ability to manage priorities and work independently.
* Confidence with finance, policies, and governance (training available if needed).
* Experience of working in a charity or community setting (desirable but not essential).
* A collaborative, supportive approach to working with trustees, staff, and volunteers.
* Commitment to safeguarding, inclusion, and the values of CTST, underpinned by the Christian faith.

**Safer Recruitment**

CTST is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff and volunteers are expected to share this commitment.

* Appointment is subject to satisfactory references and an Enhanced DBS check.
* We follow safer recruitment practices in all our hiring.

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