

THE Beacon Church

Thank you for your interest in the role of Head of Operations at The Beacon Church. You may already have seen our advert, but here you'll find more detail about who we are, why this is such an exciting time for us, and what we're looking for in the person who joins our team. We hope this gives you a sense of our vision, our heart, and your opportunity to play a key role in shaping the future of The Beacon Church.

About Us

The Beacon Church is a lively, informal church located near the three-county border of Hampshire, Surrey and Berkshire. We serve Farnborough, Camberley, Frimley, Yateley, Sandhurst and beyond. We have grown rapidly in the past 6 months, and recently multiplied to 2 services to accommodate this. Around 350 people currently attend our Sunday services (9:30am and 11:30am) at The Village Hotel in Farnborough, where we welcome an unusually high number of first-time visitors. We're part of Commission, a group or sphere of 625 churches within Newfrontiers. Newfrontiers is a family of 5,000 churches in 90 nations worldwide. We are also affiliated to the Evangelical Alliance.

Our mission is: to help people know God, find freedom, discover their purpose and make a difference.

Our vision is: we see a growing church of 500 people transforming lives and building community.

More at www.beaconchurch.co.uk.

Why Now?

As we grow, so does the complexity of making church happen well. We're looking for an experienced, capable and people-focused Head of Operations to join our senior leadership team and help create the systems, structures and culture that will enable the church to thrive.

Role and Responsibilities

As Head of Operations, you will oversee the day-to-day operational and administrative life of the church, leading the Operations Team and working closely with the Senior Pastor, ministry leaders, staff and volunteers.

You will bring clarity to complexity, structure to growth and excellence to execution.

Your responsibilities will span a broad range of areas, including:

- **Strategic & operational leadership** – developing scalable systems and processes that support church growth, leading projects and events, and helping turn the church's vision into practical plans.
- **Venues & logistics** – overseeing weekly services, events, venue arrangements, logistics and contracts, while helping us plan for larger venues, multiple services and ultimately a permanent facility.

**A GROWING CHURCH OF 500 PEOPLE: TRANSFORMING LIVES &
BUILDING COMMUNITY**

- **Facilities** – overseeing the maintenance, improvement and effective use of church buildings and grounds.
- **Finance** – working alongside the finance team and trustees on budgeting, forecasting, financial reporting and maintaining healthy financial systems.
- **People & volunteers** – overseeing staff recruitment, onboarding and development, and building systems and teams that enable volunteers to serve effectively.
- **Risk & compliance** – ensuring appropriate systems are in place across safeguarding, health and safety, GDPR, charity regulations and wider operational risk.
- **Technology & systems** – ensuring our IT, databases, software and communication systems are effective, secure and fit for purpose.

You'll be working across almost every aspect of church life, helping our ministry teams focus on what they do best because the operational foundations around them are strong.

More than just operations

We're looking for someone who understands that church operations isn't simply about processes, policies and spreadsheets. It's about creating the environment in which ministry can flourish.

The right person will enjoy bringing order to complexity, improving the way things work and helping leaders and teams succeed. They'll be comfortable asking good questions, challenging when necessary and finding practical ways forward.

You'll be joining a church that is growing and entering an exciting season of change. That means there will be plenty to build, improve and develop — from our systems and teams to our venues and long-term facilities strategy.

If you love making things work, enabling people to thrive and turning vision into reality, we'd love to hear from you.

Salary and Benefits

Salary: £40,000 to £47,000 depending on experience

Additional monthly pension contribution

Life assurance provided

25 days annual leave + bank holidays

Full-time, 37.5 hours per week (Ideally, it's a full-time role, but if you are only available part-time, please do apply)

Permanent position, (subject to satisfactory references and an enhanced DBS check)

Requirements

A committed Christian, in line with the genuine occupational requirement under Schedule 9(3) of the Equality Act (2010)

Right to work in the UK

How to Apply

Please send us your CV along with a covering letter explaining why you would like this role to sarahcooper@beaconchurch.co.uk

Deadline: 22nd October 2026 Interviews will follow shortly afterwards.

Applications can only be considered from those who are UK citizens or who otherwise have a right to work in the UK

**A GROWING CHURCH OF 500 PEOPLE: TRANSFORMING LIVES &
BUILDING COMMUNITY**