



SWGP Operations Manager (part-time)

The South West Gospel Partnership is seeking to appoint someone as Operations Manager who:

- is an evangelical Christian
- is passionate about Gospel partnerships and fully endorses the ethos and goals of the SWGP.
- has energy, enthusiasm and a deep desire to see the SWGP develop.
- has administrative ability, and is able to think and plan strategically
- is a people-person who will instinctively build relationships with the leaders and churches within the SWGP family of churches and beyond.

The Ops Manager role will include :

- moving the SWGP forward in line with its vision
- networking with the leaders and churches in the SWGP family of churches and beyond
- managing and working alongside other SWGP staff and volunteers to coordinate existing ministries
- overseeing the SWGP digital estate including the websites, contact management database, event booking system, online forms, payment gateway, Microsoft365 accounts, domain management, Youtube channel, and accounting software
- liaising with the SWGP Treasurer to maintain the accounting system, facilitate budgeting and produce and submit annual financial reports to the Charity Commission
- fulfilling a key role in representing the SWGP locally and nationally

The post is part-time (initially 2 days per week with the possibility of increasing to 3 days subject to funding).

The salary will be £32,000 - £35,000 (pro rata) depending on experience.

SWGP will make a contribution of 10% of salary to an approved pension scheme.

The closing date for applications is 22nd April 2024.

Interviews will take place in the week beginning 6th May 2024.

It is anticipated that the successful applicant will start as soon as possible.

For further details and application form contact the SWGP Administrator, Jane Clark (jane@swgp.org.uk). For an informal conversation about the post contact Ian Lewis (SWGP Co-Chair and Director) ian.ir.lewis@btinternet.com to arrange a suitable time.

