

Operations Manager (German-Speaking)

About the role:

We are seeking an Operations Manager to manage administrative, personnel and legal matters and oversee the day-to-day work of all non-pastoral staff and contractors of the Synod. The Operations Manager acts in close collaboration with the Senior Pastor and the Board of Trustees.

The role is a part-time role (**15 hrs/week**).

Some evening work (approximately once a month) and weekend work (Annual General Meeting and approximately two Saturday meetings per year) is required. Occasional overtime may be required during busy periods of the year (usually in the first quarter of the year).

This is a remote post, with occasional travel (four to six times per year).

What you will be doing:

- In close collaboration with the Board of Trustees, manage all aspects of the Synod's organisational, administrative, personnel and legal matters.
- Ensuring that good HR practice is observed across the organisation, including maintaining employee files and general HR-related administration.
- Manage employment contracts, recruitment procedures, visa applications and Home Office sponsorship management, health & safety and all legal matters relating to the employment of pastoral and non-pastoral staff, including DBS checks and safeguarding training.
- Oversee more complex payroll matters and liaise with the Synod's payroll providers as required
- Assist the Senior Pastor in all questions related to staffing structure and staff management and disciplinary matters or grievances,
- Oversee the day-to-day work of all permanent and temporary non-pastoral staff and contractors employed or otherwise contracted by the Synod.
- Work in close liaison with the Safeguarding Officer of the Synod to ensure good practice and compliance. Develop Safeguarding support provision for congregations as appropriate.
- Contribute to the development and implementation of the strategy and vision of the organisation, as represented by the Board of Trustees.
- Develop, implement and monitor training for incoming trustees of the Board of Trustees in the Synod; ensure that all trustees have access to material that outlines their role and responsibilities.
- Ensure that policies for all relevant areas (financial reporting, safeguarding, HR/staff handbooks, all other internal regulations) are in place and are easily accessible by all staff.

- Ensure data protection regulations are observed across the organisation
- Coordinate communication of the Synod with the congregations
- In close collaboration with the Senior Pastor, represent the Synod in discussions with the Protestant Church in Germany (*Evangelische Kirche in Deutschland, EKD*).
- Support the Administrator and the Board of Trustees in the preparation of the Annual General Meeting (*Synodalversammlung*) of the Synod, particularly in drafting reports, drafting the agenda, liaising with external speakers and overseeing the timely implementation of deadlines (dispatch of invitations, provision of documentation and relevant information, etc.)
- Together with the Administrator, prepare the meetings of the Board of Trustees (draft agenda and related documentation, oversee timely provision of invitations and documentation, liaise with any invitees)
- Undertake other responsibilities commensurate with the role.

Selection criteria

Essential:

- Educated to degree level, preferably in a relevant discipline, e.g. law, economics, business.
- Very good written and spoken command of English (minimum C1 level) and German (minimum B2 level)
- Professional experience of HR management
- High level of numeracy and attention to detail
- Excellent communication skills, ability to communicate with geographically dispersed staff and with a variety of audiences
- Excellent time management skills, including the ability to work independently and effectively to deadlines.
- The ability to understand complex operational issues.

Desirable:

- CIPD qualifications
- Background in charity law, governance and management
- Experience of the UK visa and immigration procedures and the Sponsorship Management System
- Experience of managing budgets
- Experience in managing safeguarding requirements and concerns
- Experience of working or volunteering in a faith-based organisation

What we offer

- A flexible remote working environment
- A warm and supportive close-knit team in a welcoming organisation
- A diverse and varied workload that rarely gets boring
- The opportunity to contribute to the development of a small but dynamic organisation during a period of positive change
- Starting salary of **£41,600-44,000 pro rata** (depending on experience)
- 33 days annual leave (including bank holidays)

How to apply

We are looking forward to a detailed CV and supporting letter, stating clearly how your skills and experience meet the job description. Please send your application to Lena Bull at office@german-church.org.uk.

The deadline for applications is **2 March 2026**.

Additional requirements

Employment is subject to proof of the candidate's right to work in the UK and at least two satisfactory references.

Employment will further be subject to a satisfactory disclosure and barring check in line with our Policy on the Recruitment of Ex-Offenders, which is available [here](#).

Data Protection

We will treat your personal data in line with application data protection regulations. Our privacy policy can be found [here](#).

Equal Opportunities Statement

We are committed to creating an inclusive and welcoming environment for all candidates and employees. We invite you to inform us of at an early stage of any particular requirements of reasonable adjustments you may require at any stage of the application or recruitment process.