



## Operations Manager - Parish of Nork with Burgh Heath

**Closing date:** Friday 8th January 2021

**Salary:** £26,000 - £32,000, depending on experience

**Contract:** Full Time (40 hours a week)

We are seeking an exceptional individual to come and work for our parish, as Operations Manager. You will be gifted in administration, at day-to-day and strategic levels, and will be able to quickly assume responsibility for running the operational aspects of our new and growing parish.

The Parish of Nork with Burgh Heath was officially formed in July 2018 and has two churches: St. Mary's, Burgh Heath (in the Evangelical tradition) and St. Paul's, Nork (in the Modern Catholic tradition). Our Vicar has been in post for just over 18 months and we are at an exciting time, working to form our vision and build our future together as we seek to share the love of Jesus far and wide.

This role will suit a 'can do', personable, adaptable and highly organised person who enjoys the adventure of trying new things, has good attention to detail; and will be efficient in doing all that is required in seeing projects and tasks through to completion. As we are a new parish, the role will be shaped and evolve over time. We are looking for someone who is able to embrace, and hopefully enjoy, personal and professional growth at a fast pace.

For an informal chat about the role, please contact the Vicar: 07312 113019 / [vicar@norkwithburghheath.com](mailto:vicar@norkwithburghheath.com)

### To Apply

To apply for this role please contact the Vicar for the application form & other relevant paperwork:  
[vicar@norkwithburghheath.com](mailto:vicar@norkwithburghheath.com)