



The Parish of  
**St Peter & All Saints**  
Nottingham  
(Registered Charity No. 1130298)

**Parish Office**

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**St Peter's Church, Nottingham: Operations Manager post**

Thank you for your interest in the post of Operations Manager for the churches of St Peter and All Saints', Nottingham.

St Peter's Church is prominently situated next to Marks and Spencer, just south of the Old Market Square; the Operations Manager will be based in the St Peter's Centre, alongside the church. St Peter's is open each day to members of the public and for services (although this has not been possible in recent months owing to the Covid-19 restrictions). In normal circumstances, St Peter's is known for the welcome it offers to people of all backgrounds, including the homeless and those with mental health difficulties, tourists and other visitors, and those seeking a place for quiet reflection or prayer during the working week. A popular Coffee Room serves light meals and other refreshments, normally six days a week.

All Saints' Church is on Raleigh Street, near the Arboretum; this is a Victorian church with a pleasant churchyard, a hall, and a house which is currently let to a charity which supports asylum seekers. Both St Peter's and All Saints' Churches have strong links with the wider community, and an excellent musical tradition.

The Operations Manager will be responsible for tasks which are primarily related to the two church buildings and the other church premises, as well as staffing and financial matters, and work with various church committees. We are therefore looking for someone who has had experience in these fields, although a readiness and ability to learn new skills if necessary will be helpful. The role of Operations Manager is a key position, and we expect that the successful candidate will be able to make a contribution which is valuable to the life of our churches as well as being personally rewarding. While many of the tasks require attention to detail and a clear, organised mind, I should also say that the work is never dull and can also involve plenty of challenges and surprises.

Do visit [www.nottinghamchurches.org](http://www.nottinghamchurches.org) for more information about the life and work of the churches. I look forward to receiving your application.

Yours sincerely

Rev Christopher Harrison