Operations Manager (Part-time 10 Hours)

Background Information

Introduction

In early 2024, a group of long-term supporters of the Weston-super-Mare Foodbank came together with a new vision. We saw that while emergency food parcels keep people alive, they don't solve the underlying challenge of poverty, debt, and isolation. We want to develop initiatives that would address these issues.

Our motivation in maintaining this Christian Charity is to demonstrate God's love by enabling individuals and families to develop resilience and independence.

In April 2025, the charity purchased the Hughenden Centre (formerly the Vintage Church Hall) in Hughenden Road, Weston-super-Mare to provide a base from which we can introduce appropriate initiatives. Some key partnerships and first steps have given us a great starting point, but the trustees recognise that there are key aspects of the vision that are yet to be delivered.

The role of Operations Manager includes oversight of existing activities. However, the trustees are seeking someone to work with them to find new ways to make a difference in people's lives. In particular, we want to enable people to avoid or move beyond reliance on emergency food solutions.

Current Relationships and Activities

We value our relationship with Christian Churches in Weston and appreciate their input by way of volunteer time, prayer and any financial support.

Weston Ark views Weston-super-Mare Foodbank as a key partner. The Foodbank is based in Central Weston but operates an outlet at the Hughenden Centre on Thursday afternoons.

Activities introduced by Weston Ark have been:

- Thursday afternoon Ark Café - building relationships with the local community.
- Tuesday evening Light Bite and Crafts. This developed from a school holidays programme and now has good participation – particularly amongst children from local primary schools.
- Resilience Course – aiming people to cope with and recover from crises.

- Christmas Wreath Making Sessions – building contacts in the community.

The charity has facilitated other events including:

- A Prophetic Worship evening operating once a month.
- An Open Doors promotional evening.

Regular hirers of the Centre include:

- Two Christian churches
- A Scout Group
- The Prophetic Worship leaders (mentioned above)
- A Dance Academy
- Weston-super-Mare Foodbank

Weston Ark maintains control of external bookings. The current intention is to retain Tuesdays, Thursdays and Fridays for Weston Ark use and activities that are in line with our charitable objects.

Volunteer Support

Weston Ark values the voluntary input from various local churches and others who share our desire to make a difference in the community. Volunteers who hold team leadership roles are required to subscribe to our statement of faith – and all must recognise the faith-based motivation of the charity.

We seek to maintain volunteer teams for each activity – and to ensure these have appropriate skills and training. Safeguarding of colleagues and customers is an important requirement. It is likely that the Operations Manager will be required to be the primary contact for any Safeguarding concerns.

We recognise some people will have individual technical skills that are essential to parts of our work. We really value their input – even if not part of a regular serving team.

Future Plans

The trustees are seeking to appoint an Operations Manager who identifies with the charity's objects and vision and will contribute to its development and delivery. There is flexibility over future plans, but some options are included below.

The introduction of a "Food Pantry" style of low-cost food offer has been researched and appears viable. Logically, this would operate at the same time as the Foodbank outlet and community café. This would need a new team of volunteers.

There had been plans to provide hot meals at the centre, but at this stage, we do not have a team that is comfortable to take this forward in light of a significant range of Food Hygiene requirements.

Christians Against Poverty is seeking to re-establish a Centre in Weston and the manager (designate) is keen to work with Weston Ark to establish money advice services. Weston Ark has several volunteers trained through the Citizens Advice

Financial First Aid course. At this stage we have no activities that make use of these skills.

The activities listed above are intended to give an indication of the potential areas for new activities. However, the Operations manager would be expected to bring their own ideas and suggestions as a part of the team.

Caretaker

Weston Ark will employ a caretaker (already identified) who will engage with some of the activities required at the centre. These will include cleaning, and also setting up and clearing away tables and chairs for Weston Ark events. Other hirers are required to set up and clear away for themselves.

The caretaker may act as relief cover for the Operations Manager during leave and other absences. Also, there may be occasions when the Manager will need to provide some cover for the Caretaker.

Person Profile

Weston Ark has decided not to prepare a fixed profile listing essential and desirable characteristics. This is because we recognise that a sense of "call" to the role – and enthusiasm for the work – is the major consideration. However, the following comments may help you to see if this is a role within which you could flourish.

The work of the Operations Manager will require literacy, numeracy and comfort working with IT systems (training can be provided). Ability to identify with the faith-based motivation and speak on behalf of the charity in Christian and other public settings is important.

There is no direct day-to-day supervision of the post, so this will need someone who is highly motivated and a "self-starter". Working with volunteers, hirers and customers is a key part of the work. This will require good interpersonal skills.

Application process

Please apply with a brief CV and covering letter.

There is no formal closing date for applications. The process will remain open until a suitable appointment has been made – at which point the vacancy will be removed from the website. www.westonark.org.uk

Further Information

If you need further information or to discuss the role please contact:
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21st November 2026