Operations Manager (Part-time 10 Hours)

Role Profile

Introduction

Weston Ark is a Christian Charity based in Weston-super-Mare with the dual objects of:

1. The relief of financial hardship amongst people in need in North Somerset and the United Kingdom by providing advice, training, community services and low-cost food solutions to strengthen and empower individuals, families and communities.
2. To advance the Christian faith for the benefit of the public by facilitating public worship

Our desire is to see the outworking of the presence of God expressed in terms of love and support for the community – particularly for those seeking to manage on low incomes or who may have needed emergency interventions such as support from Foodbanks. We seek to work with other organisations who share our objectives in delivering these outcomes.

The base of current activities is the Hughenden Centre, Hughenden Road, Weston-super-Mare BS23 2UR.

Operations Manager Key Responsibilities

The Operations Manager is responsible to the Board of Trustees and is responsible for the part-time caretaker of the Hughenden Centre. The Operations Manager will work with the Trustees and with volunteers to find effective means of achieving the objects of the charity. As this is a formative role it is likely to develop over time. Duties are expected to include:

- Oversight of the Hughenden Centre and its use by Weston Ark and other user groups.
- Leading the introduction of new initiatives and projects to meet the charity's objects - this is expected to include low-cost food solutions.
- Supporting the existing activities of the Charity.
- Maintaining relationships with users of the Centre, and its neighbours.

- Maintaining relationships with volunteers and supporters of the charity and, in this context, able to communicate and share the Christian faith and to engage with Christian churches.
- Managing the "Hallmaster" Booking system and assisting with the financial management of the charity.
- Overseeing the building maintenance programme
- Supervision of the Part-time Caretaker (This may include undertaking some caretaking duties during periods of the caretaker's absence).

An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010. The post-holder will be expected to subscribe to the Charity's ethos (Weston Ark has adopted the Evangelical Alliance Basis of Faith).

An enhanced DBS Disclosure will be required for the holder of this post.

20th November 2026