



We are seeking to appoint an **Operations Manager**  
Full time role, 37.5 hours per week between Monday and Friday, salary: £42,000 p.a.

This is an exciting, varied and busy role to lead the day-to-day efficient and effective operation of the administrative, communications, financial, HR, IT and property aspects of Romford Baptist Church Housing Association Limited (which runs Parkside Residential Home) and also Romford Baptist Church. The role holder will also assist the Director of Mission and Ministries in completing key strategic projects as required.

Full details of the role's responsibilities can be found in [this link](#).

If you would like to have an informal discussion regarding this role, please contact Steve Street via email at [steve@parksidehome.co.uk](mailto:steve@parksidehome.co.uk).

All applicants will be required to submit a letter of application, CV and application form.

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It is essential that the individual is a committed and practicing Christian under the terms of the Equality Act 2010. A Disclosure & Barring Service (DBS) check is also required for this role, which is also exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.