JOB DESCRIPTION: OPERATIONS MANAGER

ABOUT THE ROLE

Redeemer International Church Delft is looking for an Operations Manager (0.6–0.8 FTE) to keep the operational side of church life running smoothly. You look after the teams, administration, systems, building and operational communication, so that staff, leaders and volunteers can focus on people and ministry. Our senior leadership, the Eldership Team, sets the vision and direction of the church. You translate that vision into practical execution by building and improving the systems, processes, communication and operational structures that help the church thrive. This is not primarily an administrative role. We are looking for someone who enjoys building systems, improving processes and helping a growing organisation operate effectively.

We know this role covers a lot of ground. You don't need to be strong in every area that we name. If you recognise yourself in most of it and you are keen to learn the rest, we would love to hear from you.

ABOUT REDEEMER DELFT

Redeemer Delft (redeemerdelft.nl) is an international community of followers of Jesus. We exist to see the Presence of God transforming lives as His Presence changes everything and everyone. As a young and growing church, things move quickly and no two weeks look the same. We are in a season of renewing visions and plans, for the church as a whole, as well as our ministries. It's an exciting time and we need an Operations Manager to join the staff team to help us in managing our 'operations'. If you like variety, a hands-on approach and being part of something that is still being built, you will feel at home here.

WHAT YOU WILL DO

The balance of work varies throughout the year, but roughly half of your time goes to administration and coordination, about a quarter to supporting volunteers and the building, and the rest to IT, compliance and special projects.

- Operational systems and administration: design, improve and maintain the systems, processes and administrative structures
- Operational communication: keep staff and volunteers (and church) informed about processes, policies, schedules and practical updates.
- Volunteer team effectiveness: equip and help team leaders start with the structures, communication and planning tools they need to lead healthy and effective teams. We have around 15 teams active in a variety of ministries.

- Building and assets: be the main contact for our rental venues and oversee the maintenance of church equipment and assets.
- IT and digital: oversee the church's digital ecosystem, identify opportunities for automation and process improvement. This includes our website and our apps, keeping secure and easy to use.
- Compliance: support the Board with Dutch legal requirements, GDPR and other Board-level matters.
- Take on special projects and occasional ad-hoc support for the Lead Elder.

WHAT WE ARE LOOKING FOR

Essential

- You are organised and reliable, and you enjoy bringing structure where it lacks
- You are a team player, you enjoy working collaboratively with others
- You communicate clearly in both English and Dutch.
- You take initiative and you are flexible when things don't go to plan.
- You enjoy serving people and working with volunteers.
- You have experience in an administrative, coordinating or service-oriented role
- You are a committed Christian who actively participates in a local church and are enthusiastic about the vision, mission and values of Redeemer Delft

A plus, but not essential:

- You have project management experience.
- You are comfortable with websites, databases and other digital tools.
- You have experience with facilities, venues or event logistics.
- You have experience working in or with a church or non-profit.

WHAT WE OFFER

- 24 to 32 hours per week with flexibility in how you organize your week.
- Salary based on present market norms starting from €3.400 pm full-time and scaled on experience and qualifications.
- Contract**:** Initial 1-year contract with evaluation after 9 months.
- Start date: January.
- Location: flexible, but at least Tuesday mornings on-location at our office.
- Holidays: 25 days (full-time equivalent) and a flexible week after Christmas and Easter.
- A meaningful role in a warm, international team, where your work directly supports the life of the church.

HOW TO APPLY

Send your CV and a short motivation letter to tamar@redeemerdelft.nl by 19th November 2026. Not sure whether you're a fit or have a question? Get in touch with Tamar Wilding via 06 5773 3894 for an informal conversation. A Certificate of Conduct (VOG) is required as part of the hiring process.