THE CHAPEL GYM

WHERE CHANGE HAPPENS

Operations and Business Officer Advertisement
The Chapel Gym, Elizabeth Street, Corby, NN17 1TU.
Registered Charity no. 1185403

Hours	25 hours per week
Pay	£17 - £18.50 per hour (dependent on experience)
Location	The Chapel Gym, Corby

About the role

The Chapel Gym is a Christian charity based in the heart of Corby, passionate about supporting people, building community and improving physical, mental and spiritual wellbeing.

We believe that everyone deserves to feel valued, supported and encouraged to reach their potential. As our work continues to develop, we're looking for an organised, enthusiastic and proactive Operations and Business Officer to join our team and help us make a difference.

This is an exciting opportunity to play a key role in the day-to-day running of The Chapel Gym, working closely with our Gym Manager, staff, volunteers and Trustees to ensure that our organisation operates smoothly, professionally and effectively.

You'll provide essential administrative, operational and compliance support across a wide range of activities, including membership services, business administration, staff and volunteer records, financial processes, health and safety, and communications.

You'll help maintain efficient systems, accurate records and effective processes, supporting the Gym Manager and wider team to ensure the smooth day-to-day running of The Chapel Gym.

About you

We're looking for someone who shares our values and is passionate about helping The Chapel Gym thrive.

You'll be highly organised, approachable and reliable, with excellent attention to detail and the ability to manage a variety of responsibilities. You'll enjoy working with people, be confident using IT and administrative systems, and be comfortable balancing independent working with being part of a supportive team.

Good communication skills, initiative and a willingness to learn are important. You'll be someone who enjoys working accurately, keeping things organised and providing reliable support to colleagues.

Experience in administration, business operations or a similar role will be important, while knowledge of areas such as HR administration, finance, safeguarding, GDPR, health and safety, or social media would be an advantage.

Above all, we're looking for someone who demonstrates integrity, compassion and professionalism, and who is comfortable working within and supporting the Christian ethos and values of The Chapel Gym.

We value the different skills, experiences and perspectives that people bring to our team. If you're enthusiastic about our work and believe you could make a positive contribution, we'd love to hear from you.

To Apply

Please send a copy of your CV and a covering letter explaining your motivation for applying, your relevant skills and experience, and why you would like to be part of The Chapel Gym team.

Applications should be emailed to Sam Hearsum at sam@thechapelgym.org.uk.

For further information about the role, please see the accompanying Job Description and Person Specification.

Closing date: Sunday 8 November 2026