



Operations Manager, Cranmer Hall

OVERVIEW	
Job title:	Operations Manager, Cranmer Hall
Responsible to:	Warden of Cranmer Hall
Responsible for:	Learning & Teaching Co-ordinator; Admissions and Placements Secretary; Leadership Access & Training Assistant
Working alongside:	Cranmer Hall Officers (senior leadership team)
Grade	Grade 6 – St John's College Graded Pay Scale
Salary FTE:	£33,951 per annum
Contract type:	Continuous Full time – 35 hours per week
Working arrangements:	Based at St John's College, eligible to apply for some hybrid working
Pension:	St John's College Group Pension Plan
Holidays FTE:	27 days annual leave plus University customary days and bank holidays pro rata
Start date:	14 September 2026 or as soon as possible thereafter
Closing date:	6 August 2026
Interview date:	14 August 2026

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

Cranmer Hall, the theological college within St John's College, offers theological training for Anglican ordinands, trainee and serving Free Church ministers, and independent students studying theology, ministry and mission within a confessional context. Rooted in an evangelical tradition, Cranmer Hall has over the years proved a generous home for people training from a range of Christian backgrounds. Cranmer Hall has close links with the Department of Theology and Religion in Durham University and a number of staff are Honorary Fellows in the Department. Cranmer Hall has a reputation for excellent theological education across a range of academic programmes and formational pathways, rich opportunities for placements across the North East and beyond, and a commitment to shared learning across a diverse community.

JOB SUMMARY AND PURPOSE



The Operations Manager will be responsible for all areas of operations and administration that fall directly within the remit of Cranmer Hall. This ranges from marketing, recruitment, and admissions, through academic administration and data handling, to administering student placements and organizing events including open days and reunions. They will oversee, update, and implement effective and efficient systems and processes, ensuring operational tasks are completed to a high standard with full professionalism. They will co-ordinate and oversee the wider Cranmer operational team and will liaise with colleagues across St John's College and engage with stakeholders in the churches and university.

KEY RESPONSIBILITIES

Leadership of the Operations Team

- Line manage operational colleagues
- Develop staff through training and supervision
- Chair weekly Operations Team meeting
- Oversee tasks and workload across the Operations Team, ensuring core areas of academic, marketing and comms, admissions, and placements administration are covered
- Ensure continuity of support during absences through ability to cover other roles
- Develop & maintain operational handbook to ensure coverage of all tasks and resilience within the team

Events Management

- Manage staff recruitment processes in co-ordination with the panel chair from inquiry and application through to appointment
- Manage weekly staff meeting in co-ordination with the Warden
- Manage staff annual retreat in co-ordination with Cranmer Hall Officers
- Manage annual residentials for formational students (ordinands and Free Church)
- Manage annual events including: Cranmer Reunion (January), DDO Day (February), Leavers' Events (May-June)
- Provide operational support for Cranmer Hall Officers
- Manage the Cranmer diary including room bookings, catering, and liaison with other departments in St John's College

Oversight of Operational Processes

- Act as a point of communication with operational teams within St John's College, including representing Cranmer Hall at College Operational Heads meetings and ensuring adequate provision and allocation of Cranmer student accommodation
- Attend Cranmer Hall Officer meetings taking responsibility for operational areas
- Oversee the administration of DBS checks for all relevant St John's College staff
- Manage the formational reporting processes (May-June)



- Ensure that formational placements are organized and administered, including supervisor training and debrief events and the provision of supervisor reports to ordinand tutors
- Schedule and provide secretariat for termly governance meetings (Cranmer Committee)
- Improve existing systems and develop new systems to ensure efficient and accurate administration
- Hold responsibility for data gathering, organization, record keeping, and all areas of compliance (e.g. health and safety)

PERSON SPECIFICATION

St John's College values diversity and is committed to fostering an inclusive and respectful environment. We encourage applications from individuals of all backgrounds.

	Criteria	Essential	Desirable
1	Excellent strategic management skills and capacity to share in the overall leadership of Cranmer Hall	X	
2	Outstanding leadership skills, including the ability to make effective decisions and build consensus.	X	
3	Strong people management skills including training others in procedures.	X	
4	Excellent team working skills, able to work collaboratively with range of roles and stakeholders.	X	
5	High attention to detail and ability to take oversight of processes and systems including data handling.	X	
6	Ability to review and enhance existing processes and to design and implement new processes.	X	
7	Tested resilience and the ability to withstand challenge and pressure in the workplace.	X	
8	Strong awareness of both church and university context, and capacity to engage with stakeholders across church and university.	X	
9	Understanding of and ability to work constructively within the evangelical, Anglican, and ecumenical ethos of Cranmer Hall.	X	
10	Experience of line management and team leadership		X
11	Experience of data management and implementation of new systems and processes		X
12	Experience of event management		X

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

APPLICATION PROCESS

Please see St John's College [Privacy Notice for Job Applicants](#)

Applications should be by letter or by email with accompanying CV and should contain the names, addresses, email details and telephone numbers of two referees. All documents should be posted or emailed to: cranmer.warden@durham.ac.uk



ST JOHN'S COLLEGE



Cranmer Hall
DURHAM

For an informal conversation, please contact Revd Dr Nick Moore (Warden) on the above email, or Revd Sarah Strand on sarah.e.strand@durham.ac.uk

Closing date for applications: Thursday 6 August

Date for interview: Friday 14 August