



Christ Church Cathedral



#JOB-2426062



CHURCH OF IRELAND, Christ Ch Cthdrl,
Winetavern Street, Dublin 8, D08 TF98



No of positions : 1



Paid Position



40 hours per week



34000.00 Euro Annually



22/12/2025



19/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@christchurch.ie

Address:

[Christ Church Cathedral](#)

[Christ Church Place](#)

[Dublin 2](#)



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to view this ad
online



Operations Supervisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Christ Church Cathedral is seeking a highly motivated and organised Operations Supervisor to support the day-to-day running of this landmark site. This is a full-time, permanent role, reporting to the Cathedral Manager. The position involves working across a seven-day rota, which includes early and late shifts as well as weekend work. The Cathedral strives to support a healthy work/life balance when designing rotas.

Key Responsibilities:

- Assist the Cathedral Manager in the smooth running of all religious, visitor, and commercial activities.
- Supervise and support operations teams including Vergers, Events staff, and Welcome Desk personnel.
- Ensure a consistently warm and professional welcome for all visitors, working closely with the Welcome Desk Supervisor.
- Oversee and enforce the Cathedral's cash handling procedures; assist with daily cash counts and finance reporting.
- Respond to minor maintenance issues as they arise.
- Take responsibility for in-house events and, when required, serve as Event Supervisor for religious services and external functions.
- Collaborate with the Cathedral Manager to develop and implement effective operational policies and Standard

Operating Procedures (SOPs):

- Lead by example, maintaining the respectful atmosphere befitting a place of worship.
- Address visitor queries or concerns with professionalism and care.
- Support team morale by fostering a positive and productive working environment.
- Occasionally assist in Welcome Desk, Gift Shop, or Events operations (e.g., till operations, stock replenishment, retail tasks).

- Following the probation period, act as a keyholder—responsible for opening, closing, and securing the Cathedral and grounds, including alarm system use.
- Manage the Audio Guide inventory and ensure all devices are fully functional.
- Carry out other duties as directed by the Cathedral Manager.
- Attend and complete required training, including EPOS, First Aid, Fire Warden, and Manual Handling.

Qualifications and Experience:

- Education or background in tourism, events, hospitality, or a related field.
- Proven experience in operations or venue supervision, ideally in a customer-facing or heritage environment.
- Previous cash handling experience is essential.

Skills and Attributes:

- Exceptional organisational and planning skills.
- Strong communication—both written and verbal—with a customer-focused mindset.
- High visual awareness and attention to detail in maintaining presentation standards.
- Competency in Microsoft Office Suite (Word, Outlook, Excel); readiness to learn in-house systems (POS, Rota, OTA backends).
- A flexible, proactive approach with the ability to work both independently and collaboratively.
- Motivational leadership and team-building capabilities.
- Effective problem-solving and decision-making skills.
- Ability to work under pressure and manage multiple tasks concurrently.
- High level of discretion and trust in handling confidential information.
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]