



Job Profile: Operations Coordinator

Our Mission: *To be a light on the hill: we want to see lives and communities shining with Jesus' love*

Our Values: *Nurturing Faith, Spreading Hope, Learning Love*

Location: Christ Church Stannington

Reporting to: Oversight Minister (Priest in Charge)

Hours: Part-Time, 18-25 hours (limited Sunday work may be required)

Salary: £25,000 – £27,000 full time equivalent, depending on experience

Applications Deadline: Sunday 14th September. Interviews late September, t.b.c.

To apply: please send your CV with a covering letter outlining your reasons for applying, to Nick Lattimer, Oversight Minister, at office@christchurchstannington.co.uk. Informal conversations pre-application are also welcome.



PURPOSE OF THE ROLE

- To enable Christ Church, and our mission in Stannington, to thrive through developing and maintaining our operations and administrative processes, and through being a key member of the staff team.
- To be responsible for strategic coordination of church operations, supporting the Oversight Minister and working with the clergy, staff team and Churchwardens to conduct our operational life effectively.

We believe excellent administration is vital both to our flourishing as a community and in living out our calling to serve our community and make Jesus known.



AREAS OF RESPONSIBILITY / TASKS

General Responsibilities

- Be a key member of the staff team, helping to shape and implement the church's ministry and mission.
- Proactively develop administrative systems, together with the church leadership, that enable the proper functioning of the church.
- Supporting Ministers with coordinating and overseeing projects
- A limited amount of Sunday work may be required.

Communication

- Maintain and develop internal communications, and work with the wider team to develop our external communications strategy and content – including magazine, printed resources, web content and social media posts.
- Representing Christ Church to the community, as the first point of contact for external enquiries by phone and email, and modelling the culture and values of Christ Church in all interactions.

Events and Bookings Coordination

- Church and Church Hall Hire Management: Oversee bookings and manage communication
- Weddings, Baptisms & Funerals: Oversee communications and systems for these events.
- Coordinate and bring creative insight and planning into church and missional events.

Financial Support

- Provide assistance to the Treasurer and Finance Committee as needed, including raising and processing invoices, processing expense claims and assisting with producing reports.

Compliance and Systems

- Oversee and develop our administration software (ChurchSuite) as an effective tool for church operations. Provide usage support for church members in using the software, and / or deliver training as required.
- Manage data storage and ensure the church follows GDPR, keeping a data audit record.

Sunday Services Administration

- Coordinating the smooth running of Sunday rotas, teams and systems.
- Loading content for projection as guided by Sunday service leaders.



COMPETENCIES AND CHARACTERISTICS

Essential:

Skills & Experience

- Excellent communication skills, both written and verbal
- Confidence to use own initiative and bring ideas
- Strong organisational skills; workload and priorities
- People-focused approach; supporting others to thrive
- High levels of attention to detail - incl. numeracy skills and creativity
- Works to strict confidentiality guidance
- Self-motivated learner, flexible and adaptable to change
- Practical approach to problem solving and resolution
- Working knowledge of software systems including Microsoft Office (Excel, Word, PowerPoint).

Willingness to develop the following Working Environment Knowledge

(Training provided where appropriate):

- An understanding of the life and mission of the church
- Aware of Health and Safety requirements for role/environment, incl. buildings.
- Works within guideline of best practice Safeguarding and Data Protection

Behavioural & other characteristics

- Christian faith
- Honesty
- Integrity
- Manages positive relationships
- Inspires trust and confidence

Desirable:

Skills & Experience

- Knowledge of the workings of a Church of England parish church and its mission.
- Administrative qualification or relevant experience.
- Experience of working within both Health & Safety and Safeguarding requirements to meet legal obligations.
- Graphic design skills.
- Working knowledge of ChurchSuite (church administration software)

Other Characteristics

- Because the work of this role is part of the active ministry of the church and congregation, a willingness to become a member of the Christ Church Stannington community is desirable.



ADDITIONAL REQUIREMENTS:

There is an occupational requirement for the post holder to be a practicing Christian, in accordance with Schedule 9 of the Equality Act 2010.

You will also be encouraged to take responsibility for your own personal development and learning with the full support of the Priest in Charge.

In accordance with our safeguarding policy, appointment to this position will be subject to Christ Church's Safer Recruitment Process (part of the Church of England's safeguarding procedures).

Why work for us?

We are part of the Church of England and our values of Nurturing Faith, Spreading Hope and Learning Love are the foundation of how we seek to operate.

Benefits include:

- Helping to shape the direction of a growing church, active in our community.
- Part-Time working, and a degree of flexible working.
- Personal development opportunities.
- The chance to work with, contribute to and develop Christ Church's relationship with our community.
- Silver Eco Church Award winner for our focus on sustainable and green solutions.

Working Days

Regular core hours would be spread across several weekday mornings, with a degree of flexible working as agreed. Limited Sunday working may be required.

