

# St Barnabas Church Job Description

## Operations Coordinator/PA



**Responsible to:** Operations Director  
**Workplace:** St Barnabas, 913 High Road, North Finchley, N12 8QJ  
**Contract:** Permanent full-time  
**Salary:** £26,000 to £29,000

### Welcome to St Barnabas

We are delighted that you are interested in applying for this role here at St Barnabas, a vibrant charismatic evangelical church, with a very multicultural membership and a dynamic missional outlook. As a Diocese of London resource church, we are entering an exciting new chapter, positioning ourselves to become a major church-planting and mission centre to reach North London and beyond. This is an exciting opportunity for a high-capacity individual to join our dynamic operations team at a pivotal time in the St Barnabas journey.

Operations is a key ministry at the heart of the life of St Barnabas. So this is an important appointment for us, as we seek to pursue God's purposes for the dynamic and fast changing next season of the life of our church. If successful, you would find yourself in a highly supportive environment, working alongside fantastic colleagues, amazing committed volunteers, and a wonderful, diverse church membership. We're confident this is a fun place to work and we would invest heavily in you, as we seek to personally live out our vision: "transforming lives - changing the world". Our journey includes remodelling every level of our church's leadership to reflect the diversity of our membership, and we particularly welcome applications from people of the global majority. We are excited about this new role and we hope you are too!

### Objective

To make a significant contribution to serving the mission and ministry of St Barnabas, by providing operations support to our amazing church family, vicar, ministry leaders and staff team.

### Main Duties and Responsibilities

#### Church Operations

- Develop systems, policies and procedures as needed
- Manage varied specific projects and duties as required by the Operations Director e.g. client side coordination for a building-related project
- Set up church Parochial Church Council meetings, take minutes, follow up action points and administrate the Annual Parochial Church Meeting, electoral roll and parish returns
- Coordinate weekly staff prayers, away days, retreats and socials
- Coordinate baptisms, confirmations and baptism courses
- Coordinate occasional special events including ordination/licensing services, commissioning of churchwardens and other "one off" events as necessary
- Coordinate termly New Wine Network days and occasional church/leaders' days/weekends
- Oversee organisation of shared data, GDPR training and awareness, advising ministry leaders and staff on GDPR
- Coordinate organisational risk register, including regular reviews and liaison with risk owners
- Give administrative support to staff recruitment e.g. advertising and communication with applicants
- Authorising payments including payroll

#### PA support to the Vicar

- Coordinate the Vicar's diary, and organising meetings
- Manage the Vicar's emails, callers and correspondence
- Manage the Vicar's prayer support email and credit card expenses
- Disburse "Friends in Need" fund and resourcing budget
- Take on duties and projects as required by the Vicar e.g. project administrator to the Equity, Diversity and Inclusion Project

## Person Specification – Operations Coordinator/PA

Please check the following list of characteristics before applying

<b>Requirements</b>	<b>Desirable</b>	<b>Essential</b>
St Barnabas Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory and contactable employment references, and where appropriate, a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct		X
There is a Genuine Occupational Requirement under the Equality Act 2010 for the job holder to be a committed Christian		X
To adhere to the Statement of Belief of the Evangelical Alliance ( <a href="http://www.eauk.org/about-us/basis-of-faith">www.eauk.org/about-us/basis-of-faith</a> )		X
To be (or become) a committed member of St Barnabas, regular in Sunday worship, and actively volunteering in the life of the church and its ministries		X
To take an active part in weekly staff prayers, any team away days and a biennial spiritual retreat for all staff		X
<b>Skills, knowledge and experience</b>		
Exceptional accuracy and attention to detail		X
Ability to connect people and projects/events, and to find ways to improve systems and information flows		X
Ability to proactively project manage from start to finish including researching an unfamiliar area		X
Ability to manage someone else's diary, emails, correspondence and visitors		X
Ability to create policies and procedures and to manage risk		X
Experience of revising or establishing new policies and procedures	X	
Experience of a corporate risk register	X	
Experience of using shared data in an office environment		X
Awareness of GDPR compliance		X
Experience or training in GDPR compliance for a member organisation	X	
Ability to encourage a positive, collaborative and supportive working environment using excellent interpersonal skills and ability to relate well to people from all backgrounds		X
Flexible and adaptable e.g. able to offer reasonable cover to others if required		X
Highly confidential and trustworthy		X
Proven ability to multi-task and to see jobs through to completion		X
Well organised with excellent time management and scheduling skills		X
Ability to take initiative and work with minimal supervision, remaining calm under pressure		X
Ability to develop and contribute thoughtful and considered input into decisions and planning that enables innovation		X
Fluent, clear and concise spoken and written English. Good numeracy skills		X
Proficiency using Microsoft Office suite, in particular Outlook, Word, Excel, PowerPoint. Also desirable: Forms, Sharepoint, OneDrive, Teams, Planner		X
Good self-awareness and emotional competence		X
Ability to briefly offer empathy and prayer for visitors to the church in the absence of pastoral staff		X
Understanding of the ethos, mission and organisation of the Church of England		X
Understanding of the considerations and challenges involved in an Equity, Diversity and Inclusion agenda	X	
Experience of a customer relationship system e.g. ChurchSuite	X	
Experience of managing a budget	X	

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. Employees will be consulted over any proposed changes to this job description before implementation.