

St Barnabas Church Job Description

Operations Coordinator



Responsible to: Operations Director
Workplace: St Barnabas, 913 High Road, North Finchley, N12 8QJ
Contract: Permanent full-time
Salary: £25,000 to £27,000

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 a new chapter, positioning ourselves to become a major church-planting and mission centre to reach North London and beyond. This is a chance for a motivated and self-starting individual to join our operations team as God calls us to new things in the post-COVID world.

Operations is a key ministry at the heart of the life of St Barnabas to release and enable others. This is a significant operations role relating to the Operations Director and Clergy. If you love planning, organising, and keeping things on track, read on. If successful, you would find yourself in a supportive environment, as part of a large team of staff and amazing committed volunteers, and in a wonderful, diverse church family. We're confident this is a fun place to work and we would invest in you to grow as you follow God's call in serving his church.

At St Bs we have been on a journey to remodel 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.

Objective

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

Main Duties and Responsibilities

- Coordinate staff meetings - weekly staff prayers, away days, retreats and socials
- Coordinate termly New Wine network meetings and occasional church/leaders' events
- Coordinate church parochial church council meetings – agendas, minutes, follow up
- Coordinate annual parochial church meetings, manage the electoral roll and complete parish returns
- Assist with coordinating some Sunday, special and other "one off" bookings/events as part of a team (e.g. some baptisms, ordinations, conferences)
- Assist Operations Director with organisation of shared data, scheduling GDPR training and awareness for staff and volunteers
- Assist Operations Director with coordinating reviews of organisational risk register in liaison with risk owners
- Assist church safeguarding officer (CSO) with responding to concerns, keeping training log and sharing Safer Recruitment administration with potential to become a CSO
- Assist with research to help develop office systems, policies and procedures to improve operations' effectiveness
- Assist with new staff induction/onboarding and leavers' process as required
- Assist the Operations Director with specific projects e.g. documenting what level of operations support we are able to give to church plants
- In consultation with Operations Director, update church COVID-19 risk assessment following changes in regulations and leadership decisions
- Finance administration e.g. authorising payments

Note: This job description does not form part of the employee's contract of employment and is for guidance. With consultation you may be required to undertake other duties and responsibilities as appropriate as we would expect all staff to work flexibly within their skill level to respond to changing priorities and objectives.

Person Specification – Operations Coordinator

Please check the following list of characteristics before applying

Requirements	Desirable	Essential
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 (www.eauk.org/about-us/basis-of-faith)		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
Skills, knowledge and experience		
Exceptional accuracy and an eye for detail		X
Strong team player who is self-aware, emotionally competent, able to listen and with a positive “can do”, collaborative and supportive attitude		X
Excellent interpersonal skills and ability to relate well to people from all backgrounds		X
Fluent, clear and concise spoken and written English for a variety of audiences – church members, volunteers, key stakeholders. Good numeracy skills.		X
Highly confidential with an understanding of why this is important		X
Excellent organisational skills, including coordinating, prioritising, multi-tasking and meeting deadlines		X
A natural self-starter with ability to take initiative and work with minimal supervision, remaining calm under pressure		X
Ability to contribute considered input into decisions		X
Experience of using shared data in an office environment & some awareness of GDPR		X
Welcoming and open-hearted e.g. able to offer occasional empathy/prayer for visitors to the church in the absence of pastoral staff		X
Accountable – responsive to supervision and direction		X
Understanding of the ethos, mission and organisation of the Church of England		X
Enthusiastic about church growth		X
Experience of working within some kind of regulatory compliance framework		X
Experience of researching unfamiliar subjects and drafting summaries/reports	X	
Experience of working within a church/not for profit environment	X	
Experience of a customer relationship system e.g. ChurchSuite	X	
Experience of managing a budget	X	