

Job Title : Operations Coordinator
Part-time (20 hours per week)
London living wage FTE £27,000 (£14,404.00)



KCBC (Kings Cross Baptist Church) is looking for an **Operations Coordinator** who is passionate about our vision, highly organised, with an eye for detail to join our team. Our vision is to see Kingdom transformation in King's Cross, London and beyond. Our mission is to lead people to encounter Jesus, come alive, and change the world. KCBC celebrates its multicultural and multigenerational community and seeks to foster spiritual formation that positively impacts the lives of those around us. KCBC is home to approximately 100 members, looking to grow as we develop our internal infrastructure.

Key Responsibilities:

- **Logistics & Event Support:** Coordinate operational logistics for Sunday services, regular and one-off events in the church
- **Database Management:** Maintain and update church databases to ensure accurate records.
- **Building & Space Management:** Oversee the use and rental of church building, ensuring spaces are properly managed.
- **Administrative Support:** Provide organisational and administrative support to the senior pastor, treasurer, secretary, trustees and ad-hoc project teams as required.
- **Content Coordination:** Manage and send weekly e-updates to subscribers via MailChimp.
- **System Development:** Help develop and maintain internal systems for church teams, including platforms like Planning Center and Microsoft Teams.
- **Team Admin Support:** Assist teams with day-to-day administrative tasks, including printing, ordering equipment, stationery, and producing certificates for dedications and baptisms.
- **Training & Compliance:** Organise and book annual training and assessments, including first aid, safeguarding, and fire safety checks.
- **Leadership Support:** Assist the church secretary and leadership team with various tasks as needed.
- **Service & Subscription Review:** Regularly evaluate the church's service subscriptions and operational needs.

Person Specification

- **Admin Experience:** Proven experience in administrative tasks and support.
- **Attention to Detail:** Strong focus on accuracy and detail in all tasks.
- **Strategic Thinker:** Ability to develop and improve administrative systems for greater efficiency.
- **Tech Proficient:** Competent in using administrative systems, including Planning Center and Microsoft Teams.
- **Pastoral Sensitivity:** Demonstrates awareness of and sensitivity to the pastoral needs within a church context.
- **Alignment with Vision & Values:** A commitment to embracing and promoting the vision and values of KCBC.

Conditions of Employment:

Fixed-term contract for 1 year, with a 3-month probationary period.

Employment is subject to satisfactory references and an enhanced DBS check.

Hours of Work:

Flexible working arrangements are available.

The role requires the person to be present at KCBC on Sundays for 5 hours as part of their work.

Eligibility to Work in the UK:

The successful candidate must provide evidence of their eligibility to legally work in the UK prior to appointment and throughout their employment.

For more information on eligibility, please

visit: www.bia.homeoffice.gov.uk/visas-immigration/working

Contact Information:

Please email your CV and a personal statement outlining your suitability for the role to:

Mayowa Akinloye (Church Secretary)

Email: info@kcbc.org.uk

Deadline: 19th December 2024

**There is a genuine occupational requirement under Schedule 9 of the Equality Act 2010 for this post to be held by a practising Christian.*