



Operations and Admin Coordinator

Job Description

In September 2023 a team from Saint Mary's Southampton joined with the existing congregation in Lord's Hill to help revitalise and grow the church community there.

The purpose of the role is to assist the Vicar at Lord's Hill in taking responsibility for the day-to-day admin and operational needs of the church, and to coordinate with the central services team at Saint Mary's Church.

During the early phases of this revitalisation, great flexibility and agility will be required from the Operations and Admin Coordinator, who will be required to engage with the wider responsibilities and needs of the church's mission and ministry.

The Operations and Admin Coordinator will report to the Vicar of Lord's Hill Church and office space is provided at the church. As a Christian organisation our faith is an integral part of our working culture.

This role is in partnership with Winchester Diocese and Lord's Hill Church Southampton, an HTB Network Church.

Job Profile	
Job title	Operations and Admin Coordinator
Reports to	The Vicar
Location	Lord's Hill Church, District Centre, Lord's Hill, Southampton, SO16 8HY
Travel Required	Within Lord's Hill and weekly to Southampton City Centre
Work Pattern / Hours	Part time – Sunday to Tuesday (22.5hrs – flexible working will be considered)
Requirements	DBS check
Start date	Feb/Mar 2024
Length of contract	3 years initially, with potential to extend
Salary	£22,000 – £26,000 (pro-rated) – depending on experience
Annual Leave	25 days (including 5 Sundays) + bank holidays (pro-rated)

Vision and Culture

- At Lord's Hill Church we seek to follow the way of Jesus, playing our part in the renewal of the city
- We express this through our values of community, generosity, and adventure
- We have a professional working environment where we strive for excellence in everything we do
- We believe in a 'can do' attitude, not limiting the realms of what is possible with God
- We are a supportive team, encouraging openness and compassion through the highs and lows of life
- We plan to have a lot of fun along the way

Key Responsibilities

- Support the leadership team with the day-to-day admin requirements of the church
- Coordinate volunteer teams and training
- Oversee the church's communications and social media
- Organise and help run church events (socials, Alpha, team nights)
- Oversee all venue hire bookings and regular group activities in the space
- Be the first point of contact via email, phone or in person for all enquiries to the church
- Liaise with any external contractors
- Manage and order the church supplies
- Basic bookkeeping and budget management
- Remain flexible and agile in supporting the wider ministry of this exciting venture

Knowledge and Experience Required

- Committed Christian who is passionate about following Jesus.
- Experience in administration
- Experience managing budgets
- Entrepreneurial, creative, self-motivated, and flexible
- Strong understanding of safeguarding policy and practice
- Excellent communication skills both written and oral
- Excellent interpersonal skills across all people groups
- Ability to think strategically, problem solve and make decisions
- Ability to work collaboratively with staff, volunteers, and other organisations
- Ability to adapt to different work pressures and meet deadlines
- Proficient with gsuite, churchsuite, slack, and xero
- Sense of humour and adventure
- The role requires a clear DBS check - this position falls under the new Positions of Trust legislation (for more info, please see: [Position of Trust Guidance – NYA](#))
- We have identified this post as being one to which a Genuine Occupational Requirement applies and this post is conditional on a successful applicant being a practising Christian

Work Expectations

- Attend Monday afternoon Lord's Hill team meetings
- Attend Tuesday morning wider team meetings at Saint Mary's, Southampton
- Be available for Focus (HTB camp during the final week of July each year)
- Be available for a selection of additional key dates in the church calendar, particularly around Easter and Christmas.
- It is expected that the applicant will become an active member of Lord's Hill Church, including Sunday services.

Application process

Closing date	31 st Jan 2024
How to apply	Please download the application form from lordshill.church/jobs and send your completed application form, along with a 60 second video briefly introducing yourself and explaining your suitability for the role to recruitment@lordshill.church