



# Operations Co-ordinator Job Description

## Introduction

Middlesbrough Community Church (MCC) are seeking to hire an **Operations Co-ordinator** to join our staff team.

MCC is a lively vibrant church, based in the centre of Middlesbrough, in North East England. We have a heart to see the people of Middlesbrough saved and the town transformed through the power of the Holy Spirit.

MCC was established in the 1970s and over the last 3 years the congregation has increased with around 250 people gathering to worship on a Sunday morning.

MCC has a young international demographic, with many families, and students.

More details about our vision and the life of the church can be found on [www.middlesbrough.church](http://www.middlesbrough.church) where there are links to our social media pages and information about our network of churches - Taking Ground.

## Role Summary

We are looking for an individual who is self-motivated, with good communication and administration skills to work alongside the Senior Leader and Core Leadership Team.

This is a new post which has been created based on an extensive review of MCC's operational requirements during autumn 2023. The successful applicant will develop and create systems and processes to meet the strategic, operational, and administrative needs of MCC and will be required to:

- think strategically about the life of MCC
- develop and maintain our policies and procedures
- create effective systems to support the Leadership Team and congregation
- support our vision and uphold our values.

## **Key Responsibilities**

- Working alongside the Senior Leader and Core Leadership Team (CLT) to take key elements of the vision, and support strategy development and operational implementation
- Managing the church office, including recruiting, developing and leading the volunteer administration team
- Leading the communications ministry and supporting the team, with oversight by the CLT
- Liaising with the Chair of Trustees around legal and finance issues
- Supporting the Senior Leader, trustees, CLT and ministry leads with administration tasks
- Supporting the co-ordination of Sunday services on a weekly basis e.g. identifying notices, ensuring team leads are informed of the service plan, etc.
- Developing the use of ChurchSuite software to maximise its effectiveness across MCC
- Facilitating the smooth operation of The St Aidan's Centre (MCC church building)
- Liaising with the buildings team to maintain and develop the church building
- The above list is not exhaustive and other duties may be required

## **Essential Skills and Experience**

- Be a committed Christian
- Ability to think strategically and identify the steps required to deliver MCC's vision and values
- Able to lead and work within teams
- Strong in administration, organisation and planning skills
- Ability to prioritise their work and manage a demanding workload
- Able to work independently, self-start and generate ideas and solutions
- Knowledge of project management
- Proficient in Microsoft Office 365 including Outlook & Teams and open to learn other software e.g. ChurchSuite
- Good communicator, clear and effective
- Make difficult decisions wisely, deal constructively with conflict & criticism and work reflectively

## Desirable Skills and Experience

- Member of MCC, or willing to become a member
- Basic understanding of UK churches legal and financial obligations as a charity
- Experience of leading teams
- Experience of managing projects
- Experience of planning and organising events
- Basic understanding of data handling and UK GDPR requirements
- Proficient in using multiple media channels to promote an organisation, its vision, values, and activities

## Job Terms and Conditions

- 18 hours per week (minimum 8 hours in the office)
- Salary £30,833 (FTE) (£15,000 pro-rata)
- Fixed term contract for 12 months
  - 3 month probation period
  - Possibility to make the contract permanent – funding dependent
- Holiday entitlement of 30 days (pro-rata)
- Auto-enrolment into pension scheme
- The appointment will be subject to obtaining a successful Enhanced Disclosure from the Disclosure & Barring Service
- Employed by Middlesbrough Community Church Trust
- There is a Genuine Occupational Requirement (GOR) that the post holder is a practicing Christian (employer equality (Religious and Beliefs) Regulations 2003 Section 7)
- Appropriate training will be provided for the role
- Applicants must be eligible to live and work in the UK. We are not able to offer sponsorship opportunities

## How To Apply

To apply for this role, please email your CV and covering letter, outlining your suitability for the role, to our Chair of Trustees, [Andrew.Walker@middlesbrough.church](mailto:Andrew.Walker@middlesbrough.church).

**Closing date for applications is Sunday 05<sup>th</sup> May 2024.**

If you have any questions or would like to discuss the role, please contact Andrew at [Andrew.Walker@middlesbrough.church](mailto:Andrew.Walker@middlesbrough.church).