

Kings Cross Church (KXC) Church Coordinator



21-35 hours a week (flexible working available).

Salary: £24,000 pro rata

Permanent contract

Church Coordinator – Job Description

Role

We are looking to enhance KXC's operations team through the recruitment of a skilled administrator and coordinator who will provide support across different areas of church life. The role will involve office management, purchasing and procurement, events organisation, facilities management and supporting communications across the church.

Responsibilities

- **Office management**
Working across departments to support with any minor maintenance requests, ensure that supplies are maintained and equipment is properly looked after. Working with building users to train keyholders. Assist with IT management as needed.
- **External Venues**
Sourcing external venues for KXC events and ensuring bookings are managed and equipment kept in good order in the different external spaces. Supporting projects to improve external facilities for KXC events and completing regular checks to make sure venues are ready for upcoming events.
- **Procurement and Equipment**
Helping to maintain church equipment, keeping and updating an asset register, and making sure equipment is available for events as required. Managing supplies for a range of events and venues, including equipment, stationary and consumables. Building long-term relationships with suppliers and managing our supplier database.
- **Church Calendar**
Working with pastoral staff to ensure that the Church calendar is kept up to date, that equipment and rooms are booked.
- **Database**
Overseeing the "ChurchSuite" database, helping to introduce any improvements, and keep information up to date.

- **Central info@kxc.org.uk address**
Managing the central email address, and acting as a main point of contact for visitors at KX House.
- **Safeguarding**
Assisting to implement Safeguarding policies across KXC Kids, and Compassion Ministries, particularly through leading the DBS certification scheme.
- **Travel**
Maintain relationships with Zipcar and car rental firms as required to support events and equipment management.
- **Health and Safety**
Supporting the Head of Operations in ensuring that events make consideration of health and safety and help to improve the ongoing H+S practice of the church.

Key Skills

- A self-starter able to work on own initiative, to identify problems and find solutions quickly.
- Numerate and able to deal with financial systems
- Good with people.
- Able to prioritise competing demands
- Excellent written communication skills
- Strong organisational skills and comfortable within an office environment
- Computer literate with Microsoft Office packages (e.g. Word, Excel, Email)

Hours of work

21-35 hours per week. Flexible hours available (Some evening and occasional weekend work will be required to external events as required. Note that this could become a full-time role if required with some additional responsibilities to Sundays and Community Engagement.

Salary: £24,400 pro rata

- Probationary period of 6 months
- Reports to Rich Spens (Head of Operations)

Holidays

20 days paid holiday pro rata (including 2 days at Easter and 3 days at Christmas), plus bank holidays.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate, if not already, attends KXC.

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.

Start date: July 2018

To Apply for the Post

Closing date: Monday 2nd July 2018.

Please send an up-to-date CV (giving addresses of two referees - one personal, one professional) via email to: rich@kxc.org.uk.

For any further information about the role please do not hesitate to contact Rich Spens on 0203 432 5396 or at rich@kxc.org.uk.