



Operations Coordinator

Role Profile,

Job Description

and Person Specification

Introducing Beccles Baptist Church

Beccles Baptist Church is a growing and thriving Evangelical Church in the market town of Beccles. We love the Lord Jesus Christ, our church family and the communities we come from. It's our desire that the good news of Christ would transform our lives and bring salvation and hope to the town of Beccles and beyond.

Why is the role of Operations Coordinator needed and what will it achieve?

Given the growth we have been blessed with in recent years there is a pressing need to expand our staff team. The particular need that has been identified is for someone to serve alongside the Senior Pastor and Assistant Pastor taking responsibility for many of the operational responsibilities in the life of the church. It is hoped that the appointment of an **Operations Coordinator** will improve the organisational running of the church and liberate the Pastors to concentrate on people, prayer and ministry of the word.

BBC Operations Coordinator

ROLE PROFILE

Job Title:	Operations Coordinator
Reports to:	Senior Pastor
Direct reports:	None
Location:	Primarily working from an office in the Beccles Baptist Church building. Working from home possible by agreement with the Senior Pastor.
Enhanced DBS Check:	Required
Start date:	(Autumn 2026)
Hours:	24 hours total, with 22 hours Monday – Friday, and 2 hours on Sunday. (Allocation of working days and hours decided in discussion with the Senior Pastor. Given the nature of the job there will be the need for a degree of flexibility with working hours, and a willingness to handle interruptions as they arise.)
Salary:	£35k-40k pro-rata, depending on experience.
Pension:	Automatic Pension enrolment into Nest with Employer contributions.
Holiday:	22 days (plus bank holidays) pro-rata
Conference leave:	1 x residential conference and 2 x day conferences (expenses paid).
Probation:	4 months
Contract:	2-year contract on successful completion of probation.

BBC Operations Coordinator

JOB DESCRIPTION

Working at Beccles Baptist Church means becoming part of our church family as we gather, grow and give together.

We are blessed with many volunteers, some of whom lead our core functions, and your role will be to provide support, supervision and encouragement to them, especially coordinating their work alongside the Pastors and Elders so that church functions well.

Occasional evening work will be required in order to attend quarterly Church Members' Meetings, where you will support our Church Secretary and our Deacon for Administration in preparing and running the meetings.

KEY RESPONSIBILITIES

As Operations Coordinator you will be a key member of our staff team, working closely with the Pastors and Elders to develop strategy and systems in line with our vision. Specifically, you will:

- **Pray and model servant leadership.** Pray regularly for the life and ministry of Beccles Baptist Church and bring a servant-hearted leadership approach to everything you do.
- **Lead the operational running of Beccles Baptist Church.** Take ownership of our day-to-day operations, ensuring compliance with all legal, policy and reporting requirements – external and internal – and developing our systems and processes to ensure they are fit for purpose as we grow. This will include helping the church better utilise ChurchSuite to facilitate the smooth running of the church.
- **Build and develop the systems that enable gospel ministry.** Establish and maintain processes that support the work of the gospel, with the aim of freeing the Pastors to focus on prayer, people and word ministry. This will include the following systems: planning; communication; administration; and organisation.
- **Supporting ministry teams so they thrive in their area of service.** Alongside the Pastors, provide practical support to help ministry teams fulfil their role in the life of the church.
- **Enabling volunteers, especially new members, to play their part in using their gifts and abilities in the life of the church.** Alongside the Pastors to help new members get serving in the life of the church. This will involve helping people identify where they could serve and helping them start serving - not least facilitating the necessary administration (e.g. DBS, Food Hygiene, etc.) and tracking an individual's progress.

- **Take responsibility for buildings and facilities.** Oversee maintenance and cleaning schedules, working with our deacons and other volunteers who serve on buildings, cleaning and housekeeping teams. Liaise with contractors on building maintenance, improvements and developments and repairs as necessary.
- **Shape the organisation of Beccles Baptist Church.** Work closely with the Pastors and Elders on governance and communications, playing an active role in how our church functions and develops.
- **Maintain legal and compliance standards.** Work with our deacons on insurance, GDPR, HR, fire safety, health and safety, and safeguarding – maintaining and implementing policies that keep our community safe and our charity compliant.
- **Make your mark.** Bring ideas, lead on projects and play a proactive role as the church grows – this a role with real scope to shape change.

Please note: This is a new position and the duties will be reviewed in consultation with the post-holder over the first year. This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of Beccles Baptist Church.

We will know that we have found the right person when, a year into the role, we can say:

- Our operations are running more smoothly than ever. Communication has improved. Planning and organisation is more advanced and better prepared. There are clear processes including: strong compliance.
- The Pastors and Elders are spending more time on people, prayer and word ministry because the systems are carrying the load they are meant to carry.
- Staff and volunteers feel well-led, well-supported and genuinely cared for.
- A good number of people integrated into the life of the church and moved from the fringe to the core.
- Our buildings are well-maintained and events run smoothly.
- There is a genuine culture of prayer, accountability and care woven into everything we do operationally.

WHAT WE OFFER YOU

Beyond the salary, joining Beccles Baptist Church means:

- Support as part of a staff team in which care and encouragement are given and received.
- Personal and professional development through attendance at conferences and courses as would benefit the role.
- Regular support and supervision and an annual appraisal giving opportunity for reflection on how the role is going and how you personally are being supported and developing.

BBC Operations Coordinator

PERSON SPECIFICATION

This post is subject to a genuine occupational requirement that the post-holder be a practising Christian, in full acceptance of the Statement of Faith of Beccles Baptist Church and in full agreement with the Doctrinal Distinctives, Ethical Statements and Church Handbook. (Equality Act 2010, Schedule 9, Part 1). This role requires the Operations Coordinator to become, or already be, a member of Beccles Baptist Church.

FAITH, CHARACTER AND PERSONAL QUALITIES

Essential

- A living and active Christian faith in God as Father, Son and Holy Spirit.
- Believes and lives out orthodox Christian teaching as revealed in the Bible.
- A Christ-centred life of prayer, humility and spiritual maturity shaped by God's word and filled with the Holy Spirit.
- A deep love for the church and a sincere commitment to the vision of Beccles Baptist Church to make disciples of Jesus Christ.
- A heart for gospel mission and a desire to share Jesus in word and action.
- Acts with integrity, discretion and confidentiality at all times.
- Resilient and adaptable, able to respond to changing priorities with steadiness and good judgement.
- Warm and approachable person, who doesn't take themselves too seriously.

ABILITIES AND APTITUDES

Essential

- Excellent organisational and project management skills, able to prioritise competing demands, and deliver consistently to deadlines.
- Positive and self-motivated, with the confidence to take initiative and implement solutions.
- Strong leadership skills - able to manage, motivate and develop others.
- Able to build strong relationships with colleagues, trustees, partners, contractors and the wider community.
- Skilled at navigating difficult conversations and negotiations wisely.
- Physically able to manage an active role within the church building and beyond.
- Committed to fostering a culture of safeguarding, accountability and care.

Desirable

- Financially literate, able to interact meaningfully with budgets, accounts and financial reporting.
- Credible and professional in dealing with external contractors, partners and the wider community.

KNOWLEDGE AND UNDERSTANDING

Desirable

- Working knowledge of charity governance, compliance and operational responsibilities.
- Safeguarding principles and a commitment to best practice in safeguarding and safer recruitment
- Understanding of risk management, health and safety, and legal compliance in a church and charity setting.
- Knowledge of employment law within a charity or church context.

PROFESSIONAL EXPERIENCE

Essential

- Experience of managing or leading others.
- Experience of managing operations, administration and projects.

Desirable

- Experience of working in a church, Christian charity, or similar mission-focussed organisation.
- Experience of working collaboratively with a range of stakeholders, including senior leaders, trustees and external partners.
- Experience of managing a building, venue, or community space.
- Experience with fundraising, grant applications, reports and financial returns.

TECHNICAL SKILLS

Essential

- Strong IT skills, including confidence with Microsoft Office and the ability to quickly learn to work with Church Suite.

Desirable

- Confident use of social media platforms and website management for communications and engagement.
- Full UK driving licence and use of a vehicle.