

# Operations and Events Administrator

**June 2025**



## **1. Main purpose of the role**

To support the mission and vision of CCM by providing high-quality, proactive, effective, and godly operations and events administration.

## **2. Primary responsibilities**

The following outline indicates the anticipated shape of this role, but we would be open to exploring variations to make the best use of the particular gifts of the person appointed.

### i. Admin for Sunday services

Coordinating the practicalities that help Sunday services to run smoothly including:

- Preparing service sheets and other paperwork, as well as ProPresenter slides as needed
- Coordinating rotas – planning, recording swaps, liaising with volunteers and staff
- Communication with those involved in the services whether in-person or online
- Coordination of CCM's weekly newsletter
- Completing registers and other official documents
- Coordination of baptisms

### ii. Church database administration

- Overseeing church database (ChurchSuite) and security of data

### iii. Office and buildings administration

- Overseeing the efficient running of the Church Office including contracts and cleaning
- Ensuring the office team provides a first point of contact for all church enquiries
- Day-to-day financial activities (banking, paying invoices, etc)
- Ordering of office stationery & church supplies
- Coordinating bookings and set-ups of church and meeting rooms including weddings and occasional outside hires.
- Overseeing the maintenance and upkeep of the building, for example, managing cleaning contracts, minor repairs etc.
- Coordinating utilities and suppliers for church, church office, and 21B Down St.

#### iv. Events administration

- Scheduling, inputting, and organising/ or providing administrative support for:
  - ❖ one-off events: staff away days, DG weekends away, invitation events, carol services, church getaways, Revive Rep, summer specials
  - ❖ regular events: church lunches, midweek evening meetings
- Coordinating catering for events
- Liaising with staff to ensure effective staffing of events and operations by ministry interns or volunteers and oversight of those ministry interns/ volunteers in those tasks as necessary

#### v. Staff Team Support

- Providing ongoing operations and administrative support for other members of the staff team
- Coordination of the church diary and calendar

#### vi. Other such duties as may be necessary

- Provide support, as required, to the Director of Operations and Development and the Operations Manager as may be necessary from time to time for the proper performance of your duties.

### **3. Key skills & attributes**

- A committed Christian and cheerful servant
- Excellent administrative skills and experience, demonstrating a structured approach to tasks
- Careful attention to detail and an ability to prioritise and use initiative to meet deadlines
- Excellent interpersonal skills with the ability to communicate effectively both orally and in written communication; a high standard of English
- An ability to handle pressurised situations with tact and wisdom, flexibility, and the ability to multitask
- A good “team player”, happy to work under instruction, but also capable of working on their own and making unsupported decisions where circumstances dictate
- Agreement with the core doctrinal beliefs of Christ Church Mayfair as set out here:

<https://christchurchmayfair.org/our-beliefs>

The Operations and Events Administrator will be a key member of the staff team. We are eager to make the most of and develop any particular skills or interests you may have.

#### **4. Terms and Conditions**

The post-holder will report to the Director of Operations and Development.

Hours are 40 per week. The Operations and Events Administrator will be expected to work normal office hours (9.30-5.30 Mon-Fri). There will be some flexibility in the working arrangement and the post holder will be expected to be in the office 3 days/week minimum.

Annual leave is six weeks per year, to be taken at times agreed with the Director of Operations and Development and in conjunction with other members of the staff team. In addition, statutory bank holidays apply.

This is a permanent post with a four-month probationary period.

The starting salary is £29,000, but this will be determined according to the relevant experience and training of the successful candidate. Reasonable working expenses and employer pension contributions of 15% will also be made.

#### **5. Application process**

Interested candidates should send the following to  
Roxana Stanciu, via email: [roxana@christchurchmayfair.org](mailto:roxana@christchurchmayfair.org)

- **Application form including two references. The application form can be accessed on the website: <https://christchurchmayfair.org/jobs>**

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010. An enhanced DBS Disclosure will be required for the successful applicant.

Please note we are only able to consider applicants who are currently fully eligible to work in the UK.

**Closing date for applications: 13 July**

## About Christ Church Mayfair

Christ Church Mayfair, Down Street, London, W1J 7AN

[www.christchurchmayfair.org](http://www.christchurchmayfair.org)

020 7629 5885

### Our vision statement:

We believe in... making disciples of Jesus Christ.

In God's kindness, this has been the ministry of Christ Church Mayfair since the church was planted in 2001. Wonderfully, we've seen many come to put their trust in Jesus for the first time, and many more deepen their love and knowledge of Him. We all want to be disciples who grow and see many others trust in Jesus and grow in their knowledge and love of Him.

### We believe in:

Growing in Maturity, and so teach all that Jesus commanded in the Bible. Serving in Ministry, and so want everyone in the church family to serve and grow. Going in Mission, and so welcome all people to come and hear while training those here to go and tell.

### The church

The Christ Church Mayfair church family comprises around 400 adults, 70 children and a handful of teenagers. We have a morning and evening service.

The morning congregation has a variety of ages and stages (though no retired people). In the main, however, it is young and growing families who attend.

The evening congregation is predominantly people in their 20s and 30s, with an increasing number staying into their 40s and beyond, who work in the City or Canary Wharf. A contingent of students, largely from Imperial College but increasingly from other universities, make up around 20% of the church family during term time.

We are an Anglican Church in the Diocese of London, originally planted from St Helen's Bishopsgate, and also part of the Co-Mission network of churches.

### The staff

We are a happy staff team of twelve paid staff and currently five ministry interns (apprentices).

The Senior Minister, Revd Matt Fuller, oversees a team which presently comprises: Associate Minister, Assistant Minister, two Women's Workers, Music Director, Families Worker, Children's Minister, Pastoral Worker (Youth), Director of Operations and Development, Operations Manager and an Administrator.