



Job Advert

✿ Join Us as our Operations Coordinator ✿

BeSpace is a small but growing Christian charity with a big vision to see a future where every child has space to develop personal tools to pray, reflect and grow spiritually throughout their lives, helping churches, schools and communities to flourish.

We have seen incredible impact through developing prayer and reflections spaces in schools across Oxfordshire. Since 2010, over 65,000 children have experienced prayer and reflection spaces led by local churches, trained and resourced by us. Currently 60 schools a year have one. Now, we're building on this momentum to reach over 115 schools in the next three years and are preparing to grow nationally with developing contemplative retreats for schools.

About the Role

We are looking for an **Operations Coordinator** to cover adoption leave, likely for one year. This is a vital role in keeping BeSpace running smoothly and enabling our small but growing team to thrive. You will also, where needed, play a hands-on role in supporting churches and schools in our work.

In this role, you will:

- Lead with support our operational systems (HR, recruitment, volunteer processes, policies).
- Manage finance administration, including donations, CRM (Beacon), and Gift Aid claims.
- Project manage BeSpace events and provide admin support to the team.
- Develop and maintain systems for impact tracking, GDPR compliance, and volunteer management.
- Provide communications and social media support.
- Where needed, support on-the-ground delivery of retreats and prayer and reflection spaces in schools.

This role would suit someone with strong **organisational and administrative skills**, a passion for **children's spiritual development**, and a willingness to get stuck into a wide variety of tasks.



About You

We're looking for someone who is:

- Exceptionally **organised**, with the ability to manage multiple projects.
- Confident using IT systems and willing to learn how to use a CRM (Beacon).
- Able to work independently and collaboratively.
- Flexible, adaptable, and willing to work occasional evenings/weekends.
- Personally committed to BeSpace's vision, with a strong Christian faith and a desire to see children flourish spiritually.

Experience in HR, finance, events, or charity administration would be an advantage, but we're open to applicants with transferable skills.

Role Details

- **Position:** Operations Coordinator
- **Location:** Remote. Travel required for in person team days 3 - 6 times a year and some travel across Oxfordshire.
- **Hours of work:** PT 4 days a week. (28 hours) Flexible for the right candidate.
- **Salary:** £22,000 – £25,000 (pro rata) depending on experience.
- **Start Date:** Flexible between November 2025 and January 2026.

Why work for BeSpace?

We are intentional about developing an excellent team culture and an environment through which you will thrive, grow and succeed in your role.

Your benefits include:

- Generous annual leave – 25 days (plus bank holidays) per year, pro rata
- Additional time off between Christmas and New Year.

How to Apply

Please send your **CV** (maximum 2 pages) **with a covering letter** (maximum 2 pages) to info@bespace.be ensuring you explain how you meet the person specification and Job Description, outlining why you would be suitable for this job by demonstrating the skills and abilities you have gained through your education, work experiences and volunteering opportunities. Please include why you would like to work for BeSpace.

Please also fill in our Self-disclosure form by following this link:

<https://form.jotform.com/252432802569358>



Closing Date: 4pm Monday 17th November

Rolling Interviews: Applications will be reviewed on a rolling basis. We may invite candidates to interview before the closing date and appoint once a suitable candidate is found.

Safeguarding

BeSpace is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to:

- Provide two references, including one from a current or most recent employer/manager.
- Complete an enhanced DBS check prior to appointment.
- Fill in our Self-disclosure form when applying.

Further Information

For an informal conversation about the role, please contact: **Catherine Clayton** on catherine@bespace.be