



Hello!

I'm so glad you're considering applying for the role of Operations Coordinator to cover an Adoption leave.

You're joining us at a significant moment in BeSpace's journey. In 2025, we have celebrated 15 years of work in Oxfordshire, and we are now preparing for an exciting new season of growth. As we look ahead to the next 15 years, we are expanding the ways we support children in their spiritual journey through Christian contemplative practices.

In this role, you will provide strong organisational support to strengthen and grow our impact in Oxfordshire and lay firm foundations to enable us to grow nationally.

The job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of BeSpace
- What we believe.

I very much look forward to reading why you think you'd be a great fit on our team!



Catherine

Catherine Clayton, Founder and CEO



Operations Coordinator

Overall purpose

The purpose of this role is to ensure the smooth operational running of BeSpace during the Operation Administrator's adoption leave, likely to be for one year. This includes managing recruitment, HR, volunteer management, finances, events, systems, and administration. The role will provide strong organisational support to enable BeSpace to deliver prayer spaces, pilot retreats, and grow its impact locally and nationally.

Key Responsibilities

1. Operations and HR.

- Take responsibility for key operational processes including recruitment, HR, and volunteer management systems, with guidance and support from the senior leaders.
- Maintain policies, procedures, and systems for the efficient running of the charity.
- Develop policies with support from the CEO and Trustees.

2. Finance and Administration.

- Track donations and payments into accounts.
- Record all donations on the CRM (Beacon) to ensure accurate and up-to-date figures.
- Submit Gift Aid claims monthly.
- Manage and Develop fundraising system on our CRM (Beacon) with support from CEO.
- Provide administration support for churches running prayer and reflection spaces, including managing and lending out BeSpace resource kits for prayer spaces.
- Arrange and book meetings for the team and provide admin support for team meetings.

3. Events & Project Management

- Project manage BeSpace events, including fundraising events and awareness-raising events.
- Support the CEO and Oxfordshire Development Lead with practical organisation and delivery of events.

4. Systems & Data Management

- Manage and develop the CRM (Beacon) for tracking BeSpace's impact.
- Ensure data collection, storage, and reporting are accurate and aligned with GDPR requirements.

5. Communications & Social Media

- Provide social media support with scheduling and content creation.
- Contribute to the development and implementation of BeSpace's communications strategy.



6. On-the-Ground Support

- Where required, provide support to the Oxfordshire Development Lead in running prayer and reflection spaces in schools.

7. Wider Team involvement.

- Collaborate with the wider BeSpace team, providing additional support for the growth of the charity as required.
- Contribute to staff prayers and occasionally lead team devotions.
- Act as an ambassador for BeSpace's values and Christian ethos in all work.

Person Specification

Category	Criteria	Assessed by*	E/D
Skills and Abilities	Ability to develop and maintain systems, policies and procedures.	C/I	ESSENTIAL
	Exceptional organisational skills.	C/I/T	
	Ability to organise and plan multiple projects effectively.	C/I	
	Ability to create and schedule social media content.	C/I	
	Able to understand the challenges and opportunities facing churches as they seek to support children's spiritual development in schools.	C/I	
	Ability to work independently and collaboratively as part of a team, communicating effectively with others.	C/I	
	Competent in use of IT systems, including CRM (e.g. Beacon) for entry and reporting.	T	
	Full UK driver's licence & car for travel to schools and churches	C	
Personal Qualities	Passionate about BeSpace's vision and children's spiritual development.	C/I	
	Strong personal Christian faith, able to represent BeSpace's ethos	**	
	Ability to manage competing priorities and deadlines.	C/I	
	Some understanding or a willingness to understand GDPR and data protection responsibilities.	C/I	
	Willingness to support the delivery of prayer and reflection spaces in schools.	C/I	
	Willingness to work occasional evenings and weekends as required.	C/I	
	Commitment to ongoing development of own knowledge and skills.	C/I	
Experience	Experience of supporting HR, recruitment or volunteer processes and systems.	C/I	DESIRABLE
	Some experience of financial administration, e.g. tracking donations, processing payments.	C/I	
	Experience of delivering prayer & reflection spaces or contemplative practices for children & young people.	C/I	
	Experience of providing admin or practical support for events.	C/I	
	Experience in supporting the development of communication strategies.	C/I	
	Experience of monitoring and evaluating programme impact.	C/I	

* Assessment Methods: CV and Covering letter (C), Interview (I), Tasks (T)

**This is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9



Employment Information

Job Title: Operations Coordinator

Reporting to: CEO

Purpose: See Job Description

Location: Remote. Travel required for in person team days 3 - 6 times a year and some travel across Oxfordshire.

Contract: Temporary. Adoption leave cover, likely for one year.

Start Date: January 5th 2026. (Possible flexibility to start earlier or later for the right candidate)

Hours of work: PT 4 days a week. (28 hours) per week. (Flexible for the right candidate)

Salary: £22,000 – £25,000 (pro rata) depending on experience.

Probation period: 6 months

Holiday Entitlement: 25 days (plus bank holidays) per year pro rata with additional time off between Christmas and New Year's Day.

Pension: Automatic enrolment into a direct contributions pension scheme (3% employee contribution)

This post is subject to an Occupational Requirement

BeSpace serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, part 1, schedule 9.

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.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of BeSpace. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.



Application Process

Stage 1

Please send your **CV with a covering letter** 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, 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.

Stage 2

Successful applicants will be invited to attend an in person interview in Oxford. The interview will take around 1 hour, including 1-2 tasks. BeSpace will reimburse any reasonable travel costs.

The successful candidate and unsuccessful candidates will be informed of BeSpace's final decision within 48 hrs of the interview.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process please contact Harriet Baldock (Operations Coordinator) on info@bespace.be or if you would like an informal phone call to ask questions or discuss the role, please contact Catherine Clayton (CEO) on info@bespace.be

BeSpace will treat your application as private and confidential. Unsuccessful candidates will be securely destroyed after one year.

About BeSpace

Research shows that 75% of people come to faith before age 18. (Talking Jesus Report, Evangelical Alliance). Children raised in families of faith are more likely to have faith as adults. Yet, few children today encounter faith at home. Schools are the intersection of home, school, and church, providing vital space to nurture these opportunities.

BeSpace believes every child can grow spiritually, and that exploring faith through creative, contemplative practices can unlock lifelong spiritual growth.

We have a vision to see a future where every child has the opportunity to access creative reflective spaces to develop personal tools to pray, reflect and grow spiritually throughout their lives, helping churches, schools and communities to flourish.

We do this by equipping churches to serve their schools and communities by creating spaces for children to develop spiritually through contemplative Christian practices. Mainly, but not exclusively through prayer and reflection spaces. Creating space, to pause, listen, reflect and pray, giving children the opportunity to encounter God for themselves.

We have seen incredible impact through developing **prayer and reflection 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 prayer and reflection spaces. 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.

'The children (now)
know that they can
share things, and also
that it's ok to have times
of reflection and prayer
whenever you want.'

Headteacher's
feedback

'I felt safe and warm
because God was with
us'

Student
feedback



Statement of Faith
Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.