



COMMUNITY ACTION COORDINATOR
& EVENT LEAD
MATERNITY COVER (12 MONTHS)
JOB DESCRIPTION

London Riverside Church Community Action Coordinator & Event Lead

Part-time



ABOUT US

We are a contemporary expression of church serving the Dagenham community on the East side of London since 1927. We are empowering, relational, generous, passionate and full of faith!

If you are enthusiastic about the local church and enjoy working collaboratively with others, then this may be the job for you. In return for your passion and hard work we will ensure you are both cared for and developed as a person, being part of a team that is seeking to make a real difference in people's lives in our local community and beyond.

ABOUT THE ROLE

This role covers two areas of ministry helping to fulfil the overall mission of London Riverside Church (LRC):

- To coordinate the existing Community Action ministries and projects of LRC.
- To oversee three annual events in the LRC church calendar.

RESPONSIBILITIES INCLUDE

COMMUNITY ACTION COORDINATOR

- Lead the LRC Community Action Steering Team.
- Coordinate and develop Community Action projects and events.
- Provide oversight for and develop ministry/ project leaders.
- Planning, coordination and oversight of summer & Christmas Love the Borough projects.
- Oversee the Community Action budget & purchases.
- Nurture working relationships with outside agencies.
- Link with other LRC ministries regarding additional and ongoing pastoral support.

Current Community Action ministries & projects:

Foodbank, Hostels, Care Homes, Parent & Toddler Groups, Craft & Coffee Morning, Fitness Class, Community Coffee Morning, DIY SoS and CAP Money Matters

EVENT LEAD

- Planning & oversight of three annual events in the LRC church calendar (Easter, Christmas, Party in the Park).
- Liaising with and coordinating the various ministries and teams involved (Comms, Creative, Operations, Catering, etc.).
- Point-person on day of event.

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ROLE REQUIREMENTS

Character

- Christ-follower with stable devotional life.
- Healthy relationships/ family life.
- · Person of integrity.
- Passion for the local church.

Core Competences

- Team leader.
- · Team player.
- Can develop/ maintain systems for effective leadership, teams and ministry.
- Heart and concern for disadvantaged people in our borough
- Understanding of and able to relate to a multicultural setting.
- Ability to engage with people in need.
- Ability to communicate and inspire people for the cause.

Preferable Competences

Basic computer skills.

Note: In accordance with the Equality Act 2010, there is a genuine occupational requirement that the post holder is a practicing Christian who attends London Riverside Church.

ACCOUNTABILITY

The Community Action Coordinator & Events Lead will report to one of the Pastors and be accountable to the Senior Leadership Team (ministry) and Board of Directors (employment).

HOURS

Part-time.

3 days incl. occasional Sundays.

Annual leave: 5 weeks (pro-rata) + bank holidays.

SALARY

Salary is in accordance to LRC salaries scale and dependent on experience.

Statutory pension scheme.

Optional healthcare.

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APPLICATIONS

Applications to be received by Tuesday 20th January 2026. If successful after an initial short-listing process, applicants will be invited to an interview soon afterwards.

Please return your completed application form to susanna@londonriversidechurch.com or by post for the attention of Susanna Olasoji.

London Riverside Church Parsloes Avenue Dagenham RM9 5PT

Additional Information

This job description is not contractual. To perform this role successfully, you must be able to perform each of the key accountabilities satisfactorily. To meet changes in business operational, procedural or technical requirements LRC may add, remove or amend/change the accountabilities for this role and you should be aware that this job description is not exhaustive and you may be asked to undertake reasonable tasks and activities outside those for which you are primarily employed.

LRC is committed to Diversity and Inclusion and is an equal opportunities employer. We value individuality and therefore welcome all qualified applications from a diverse range of candidates.