



Christ Church Fulham

**Operations and Ministry Co-ordinator
3-4 days per week**

Christ Church Fulham (CCF) is a dynamic and Spirit-filled Church of England church with a diverse community in South West London. Our mission is to Love God with Passion and to Love People on Purpose.

Reports to: Operations Manager as your line manager and employer on behalf of the PCC. The Operations Manager will oversee all personal employment and contractual matters, training, performance management, conduct, personal, pastoral support and safeguarding with a dotted reporting line to the Vicar for the outworking of the Church vision

Key Contacts: Operations Manager, Vicar, Staff team, Leadership Team, PCC, Volunteers and the London Diocese

Salary: Pro-rata salary is £33,000, Full Time Equivalent.

Hours: 22.5 hours per week 30 hours per week

Location: Christ Church Fulham with flexibility to work from home some days.

Key Responsibilities:

Communications & Marketing

- Act as the central hub for internal and external communications
- Oversee and update the church website (with external support)
- Lead the CCF digital marketing, including email campaigns (Mailchimp) and social media (Instagram, TikTok, Facebook)
- Maintain and develop ChurchSuite as the primary tool for team communication and scheduling
- Introduce Planning Centre to parts of the church

Disclosure and Barring Service (DBS) Administration

- Keep records up-to-date of all volunteers including Basic and Enhanced disclosures and training records on the Church of England website, flagging any risks to the Operations Manager
- Reach out proactively to volunteers to obtain information
- Be proactive in bringing in new initiatives to keep CCF a safe place for all

Administrative & Organisational

- Assist with Church of England legal administration: Banns, Baptisms, PCC, Diocesan returns, and Audits
- Maintain church databases and Electoral Roll
- First point of contact for IT issues, liaising with our IT partners
- Assist with the administration of risk assessments, corporate governance, compliance requirements for GDPR, and Health & Safety
- Implement and maintain procedures/administrative systems
- Liaise with staff and suppliers
- Assist with the organisation and planning of Events and Projects
- Organise provision of stationary, liaison with printer support and maintain order in the office

Front of House & Ministry Support

- Help manage the church weekday welcome function—handling enquiries, deliveries, and guest welcomes
- Act as a first point of contact for Church Pastoral issues, referring as necessary
- Provide general support for other staff team members as appropriate
- Assist with enquires to rent out CCF's premises
- Play an active part in the Christian ministry staff team, partaking in Christian prayers and bible study.

Person Specification:

Skills, Knowledge and Qualifications

- Must be a committed Christian who embodies and leads others in the values and vision of Christ Church Fulham
- Strong collaborative teamworking
- Digital marketing and communication skills
- Website content editing e.g. Squarespace, Wix, WordPress (desirable)
- Excellent organisational and basic project management skills
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- High level of discretion and integrity

Other requirements

- Fully aligned with the spiritual leadership of the Vicar and the Church of England tradition
- You will be encouraged to consider Christ Church Fulham as your home church. Although we understand that you have a choice.
- There is a Genuine Occupational Requirement for the post to be filled by a practicing Christian as defined in the Equality Act 2010.

- This role is subject to an Enhanced check by the Disclosure and Barring Service (DBS) and ongoing checks as required by Christ Church Fulham. You must disclose any conviction or caution unless exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order
- Christ Church Fulham operates a fair Policy for Ex-offenders and complies with the DBS [code of practice](#). Further details are available upon request
- You agree to comply with the [Christ Church Fulham Safeguarding Policy](#)
- You must already have the right to work in the UK