



Discipleship and Operations Administrator

St Stephen's: Loving God. Growing Disciples. Transforming Communities.

Working hours	40 hours / week
Salary	£28 000 - £ 31 000 depending on experience
Responsible To	The Operations Director

About St Stephen's

St Stephen's is a vibrant, growing Evangelical Charismatic Resource Church with around 500 adults, 100 children and 80 youth, supported by a committed staff and volunteer team. [St Stephen's](#). Our vision is simple: *Love God, Grow Disciples, Transform Communities*. Sundays sit at the heart of our life together, with three services that gather us for worship, teaching and prayer, alongside a wide and active ministry across generations and a strong commitment to serving and resourcing the wider church. With the launch of our four-year GROW Strategy (Autumn 2024), we are strengthening our operational priority to be faithful in our response to where God is leading us.

Main Purpose of Role

To manage all church bookings, acting as the primary point of contact for-users, building positive and professional relationships that support the life and mission of the church, while coordinating and supporting the delivery of discipleship activities, services, and events to ensure they are well-planned, effectively delivered, and underpinned by strong administration and logistics. The role includes full ownership of adult discipleship administration across the church, ensuring systems, records, and communications effectively enable participation, connection, and growth, alongside oversight of event setup and pack-down, delegating where appropriate and managing resources responsibly.

The postholder will attend and support key church events and serve as a central point of coordination across teams—working collaboratively with ministry leads and the Operations Team to ensure communication is clear, teams are equipped, and activity runs smoothly.

If you feel called to this role but do not meet each requirement to equal levels, we warmly encourage you to apply.

Key Responsibilities

1. Discipleship Pathways Administration

- Provide administrative leadership for Discipleship Pathways (Groups, Courses, Networks, Mentoring), ensuring systems, communication, and coordination effectively support participation and growth.
- Liaise closely with ministry and volunteer leaders to coordinate logistics, setup, and hospitality
- Use ChurchSuite effectively to maintain high-quality systems and a strong user experience for leaders and participants
- Support the organisation and administration of Alpha (participants and team)

2. Events



- Coordinate and deliver logistics for Sunday services and midweek gatherings
- Provide administrative and organisational support for internal church events and external bookings (e.g. Christmas, Easter, Alpha, welcome tea, social events)
- Oversee setup and pack-down for all events, maintaining high standards and managing casual staff where required
- Own the planning and delivery of Focus each year, including administration and communication (attendance may be required).
- Work with the Operations Director in delivering other key one-off events (e.g major gatherings)

3. Church Bookings

- Manage all church bookings, ensuring efficient scheduling and effective use of space
- Act as the primary point of contact for internal users, providing a responsive and professional service
- Build and maintain strong relationships with the users of the church building
- Manage enquiries and booking processes end-to-end
- Coordinate access to the church buildings as required

4. Ministry Support & Operations

- Be an active and engaged member of the Operations Team
- Undertake any reasonable duties as required, in support of the wider mission and ministry of St Stephen's
- Attend services planning meetings, acting as a liaison between ministry and operations
- Provide structured, proactive operational administrative support
- Track actions, follow-ups, and key priorities to ensure delivery
- Maintain hospitality stock levels through regular inventory checks

5. Reception & Front of House

- Support reception as required
- Provide a consistently warm, welcoming, and professional front-facing presence
- Respond to enquiries and support a positive visitor experience

Who We're Looking For

- Has a personal Christian faith and supports the vision and life of St Stephen's.
- Is, or willing to become, an active member of St Stephen's Church.
- Has experience in administration, events coordination or a similar operational role.
- Is organised and proactive, able to prioritise tasks and manage multiple activities.
- Is confident coordinating contractors and suppliers.
- Has a working knowledge of administration systems and basic finance processes.
- Is comfortable using basic digital systems (e.g. Office 365) to maintain records and schedules.
- Values excellence, strong systems and healthy governance.
- Has the right to work in the UK.

Essential skills:

- Knowledgeable and experienced in administration and coordination of events or operations.
- Positive and proactive 'can do' attitude,
- A pro-active, flexible and collaborative approach to work
- Sufficiently fit and strong to undertake the physical elements of the role
- Able to engage and manage stakeholders, volunteers and external users effectively



- Excellent communication and interpersonal skills with a customer focused approach
- A well organised approach to work with good attention to detail
- Excellent time management skills with the ability to prioritise a large and varied workload
- Good computer literacy skills to include Microsoft Outlook, Word and Excel and able to quickly become proficient in ChurchSuite, Planning Center and some website management.
- Ability to work independently and as part of a team

Working Pattern & Terms

- £28000- £31000 depending on experience
- Full-time (40 hours per week).
- Normal working days: Monday to Friday with some flexibility to cover key events
- Office based at St Stephen's Church Office, St Margarets.
- Attendance at the weekly staff meeting, APCM, Staff Day Away, etc
- 25 days annual leave plus Bank Holidays
- Workplace pension, life cover.
- Six-month probationary period.
- Responsible to the Operations Director

What now?

If you would like to have an informal conversation with the operations director prior to applying please contact carolineharris@st-stephens.org.uk to arrange.

How to apply: Please complete the application form and submit it together with a supporting statement to carolineharris@st-stephens.org.uk

Closing date: Tuesday 28 April 2026

Interviews Wednesday 6 May 2026