

Job profile	
Job title	Sunday, Events & Comms Coordinator (Maternity Cover)
Team / Department	Enabling Services (Operations)
Reports to	COO
Salary Range	£26,000 – 28,000 PA (dependent on experience)
Principle Location	St Peter's Church, Brighton
Travel required	Minimal, within local area.
Work pattern / hours	Full time (Sunday – Thursday)
DBS check required (Yes/No)	Yes
Special conditions of employment	TBC
Date written/updated	Jan '25

Role context

St Peter's Brighton is a church with a bold vision! We are committed to see the evangelisation of the nations, the revitalisation of the church and the transformation of society. As a member of our dynamic staff team, you will play a key role in contributing to this vision. Our mission is bigger than any individual task, but together our work contributes to the bigger picture.

We have a fast-paced working environment where we strive for excellence in everything we do. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. The staff community is warm and engaging and lifelong relationships are built.

As a Christian organisation our faith is an integral part of our working culture.

Role purpose and objectives

We are seeking a dedicated and organised individual to fill the role of Sunday, Events & Comms Coordinator for maternity cover. This position is vital in supporting the church's mission by ensuring effective administration and coordination of the many people who connect with St Peter's throughout the variety of activities and events we facilitate and deliver. The Sunday, Events & Comms Coordinator (Administrator) will oversee, coordinate, and support various aspects of Sunday services, Alpha, events & weddings and Communications. This role involves ensuring the smooth operation of church activities by managing team rotas, handling administrative tasks, and liaising with staff, volunteers, and congregation members.

Key responsibilities

Key Responsibilities:

Sunday Services:

- Oversee and support Sunday Services including Teams such as Hosting, Connect, Café, and Welcome.
- Coordinate volunteer recruitment, onboarding & rotas and liaise with team leaders to ensure adequate staffing and smooth operations.
- Administer and support Kids' and Kid's team registration and check-in processes.
- Coordinate and liaise with staff & planning for Sunday services.
- Manage online and in-person contact request forms for new joiners, team enquiries, and other requests.

Alpha, Events & Weddings:

- Support the administration of Alpha courses and small events, including registration, team coordination, and catering liaison.
- Assist in planning Alpha away days and processing guest data in collaboration with the Alpha lead.
- Act as the Wedding Coordinator, managing enquiries, meeting with couples, and guiding them through wedding planning.
- Liaise with clergy, manage internal bookings and planning, oversee the verger, and handle fees and invoicing.

Communications:

- Plan and coordinate Sunday service communications, including service materials, announcements, and digital resources.
- Create and schedule engaging social media content to promote events, share stories, and inspire the church community.
- Oversee the church's branding and ensure consistency across Sunday and social media platforms.
- Oversee the Website & Newsletter output channels with high level input.
- Collaborate with ministry leaders to meet communication needs and enhance engagement.

The post holder will comply with all standards, policies and procedures set by St Peter's including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

Essential and desirable skills, knowledge and experience required for the job

- Proven experience in administration and coordination roles, preferably within a church or non-profit setting.
- Excellent organisational and multitasking skills including MS Suite of applications.
- Strong interpersonal and communication skills.
- Proficiency in using church management software (e.g., ChurchSuite) is desirable.
- Ability to work collaboratively with staff, volunteers, and congregants.
- A commitment to the values and mission of the church.

- Excellent communication skills both written and oral
- Excellent people management and pastoral skills
- High emotional intelligence
- Good MS Word, Excel, and PowerPoint skills
- Self-motivated
- High attention to detail
- High level of confidentiality
- Budget management
- Compassionate and pastoral
- Sense of vision and forward thinking
- Committed Christian

Salary
TBC

Role Dimensions	
Financial management	To help manage the Sunday / Alpha & Events / Comms budget
People management	Volunteer teams & Sunday Teams // Coordination amongst staff team
Key relationships – internal	Dan and Kate Millest – Lead Pastors Key line management from COO Sunday Services, Alpha & Events Team
Key relationships – external	Group Leaders, Alpha Team & Guests. Wedding parties Church plants – those who are part of the St Peter’s family of churches and, from time to time, Revitalise Trust church-plants

- Work expectations**
- Full-time – Sunday - Thursday. Time in lieu to be given for additional and out of hours work.
 - It is expected that this role will be based in-person, on site, with occasional work from home allowing a degree of flexibility.
 - 25 days holiday for the duration of your contract.
 - The role holder must be available to work at a selection of key events at St Peter’s which include Focus, Christmas & Easter services, and Annual Parochial Church Meeting, when required.
 - Attend Tuesday morning staff meeting.
 - It is anticipated that staff members will be active members of St Peter’s including Sunday services.