

## **SHOREDITCH LOCATION COORDINATOR**

**REPORTING TO:** Lead Pastor, Shoreditch

**WORKING HOURS:** Sunday to Thursday, 35 hours per week

**SALARY:** Dependent on experience

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a 'Location Coordinator' for our Shoreditch location.

Responsibilities include day-to-day management of the following areas at Shoreditch Church:

- All Operations
- Parish Administration
- Hires and tenancies
- Data management
- Calendar & Scheduling
- Shoreditch-specific communications
- Building management
- Sunday services

Specifically, responsibilities will include:

- Location Coordinator has responsibility for locations local calendar and booking out spaces including documentation of the hire terms and conditions
- Executes parish admin (weddings, funerals, baptisms) including quarterly returns and annual returns to diocese and registrar.
- Prints out and displays faculty notices and similar
- Manages Church Suite for attendance stats, joiners, leavers, groups, event sign ups
- Manages back of house for church services including running volunteer teams
- Organise Alpha and other parish events– coordinate and communicate logistics of events with location pastor making sure there are no clashes, that a group of volunteer leaders has been established and record numbers

- Manage the church phone.
- Manages the building day to day – including security, access for tenants and contractors, access for external bookings
- Arranges minor building repairs and maintenance.
- Reads utility meters and reports to finance
- Opens and deals with any post that arrives at the site