



Job description

Messy Church Coordinator

Who we are

BRF is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible. BRF resources the spiritual journey of individuals and the mission and ministry of local churches.

The role

Main purpose: To support the delivery of the Messy Church ministry by providing high-level administration and coordination.

Reporting to: Messy Church Team Leader

Location: Home-based with regular UK-wide travel and visits to BRF's offices in Abingdon

Hours: Part-time (30 hours per week)

Salary: From £25,000 pa (pro rata)

Main areas of responsibility

- Work with the Messy Church Training and Development Lead in overseeing, supporting and developing the volunteer support teams, in particular the Advocates, Prayer, Specialists, Writers and Readers teams
- Have oversight of all Messy Church projects and ensure actions are completed in a timely manner
- Take the lead on the social media side of Messy Church; scheduling posts, designing campaigns
- Organise and facilitate regular Facebook Live sessions
- Organise and set-up online informal gatherings (such as Messy Meet-ups and the Young Leaders Zooms), and more formal ones (such as Masterclasses) and ensure they run smoothly
- Provide organisational support for the BRF Messy Church team (e.g. meetings - notifying of agenda, taking meeting notes, ensuring action points are actioned, etc.)
- Facilitate the organisation of conferences, such as the Messtival, International Conference and similar
- Respond to Messy Church emails and refer on as needed
- Working with the BRF digital team, ensure the Messy Church website is up to date and working at maximum efficiency
- Write articles, contributing to *Get Messy!* magazine, monthly newsletters and reports as required

Skills and experience

Essential

- Personal experience of Messy Church
- Organised, punctual and enjoy structure and process
- An effective communicator, both written and verbal
- Experience of contributing to social media for a team/organisation (including Facebook, Twitter, Instagram, YouTube)
- Experience of hosting and leading online and face-to-face meetings
- Confident in Microsoft Office (Word, Excel, Outlook) and online communication platforms (such as Zoom) and be prepared to learn the skills needed to use the Messy Church website
- A self-starter able to set robust boundaries for themselves (e.g. working hours, time spent on different tasks)
- Prepared to work out of normal office hours and at weekends as required
- Prepared to travel within the UK and to stay away from home overnight as required
- A commitment to being fully integrated in BRF as well as the Messy Church team; a commitment to BRF's values:
 - We respect others
 - We give our best
 - We are collaborative
 - We are adaptable
 - We are creative

Desirable

- A strong writer with good grammar and spelling
- An awareness of own needs for self-care (physically, emotionally and spiritually)
- Previous administration/coordination experience

Benefits

- 28 days' holiday per annum, including Bank Holidays (pro rata'd)
- Auto enrolment pension scheme after three months (8% employer contribution, 3% employee contribution)
- TOIL scheme
- Private Health Insurance (after successful completion of probation period, subject to underwriting)

There is an occupational requirement that the role be held by a Christian, as defined by the Equality Act 2010.

This role is subject to a satisfactory DBS check.

To apply, please email your CV together with a covering letter outlining how you meet the skills and experience required to peopleadmin@brf.org.uk

Closing date: 5.00 pm on Friday 29 October 2021

Interview date: Monday 8 November 2021

