

Job Title: *Church Life Coordinator***Location:** Elim Church, Loughborough**Hours:** 8–10 hours per week (Can be worked flexibly through the week)**Salary:** To be discussed at interview**Contract:** Part-time, 12 mth initially**Come Join Our Team!**

We're looking for a friendly, reliable, and well-organised person to help support the operational and administrative aspects of Elim Pentecostal Church Loughborough. As our Church Life Coordinator, you'll be at the heart of our church family — making sure things run smoothly behind the scenes so we can focus on reaching out, worshipping together, and growing in faith.

This is a great role for someone who enjoys admin, values teamwork, and is passionate about serving the local church community.

What You'll Be Doing:

- Keeping things ticking over in the church office and at St Peter's building.
- Making sure our records are up to date and reports are sent off to Elim HQ on time.
- Managing the church calendar — helping us all stay in sync with services, events, and building bookings.
- Being a communication bridge between the staff team and church family — helping people stay informed and connected.
- Assisting our Finance Officer with basic finance admin and communication when needed.
- Helping us stay on top of safeguarding procedures and DBS checks.

What We're Looking For:

- Someone who loves Jesus and shares the heart and vision of Elim Church.
- Great at staying organised and managing details.
- Friendly, clear communicator – whether in person, by phone, or over email.
- Confident using office tools like Word, Excel, email, and calendars.
- Able to work independently and use initiative, but also enjoys being part of a team.
- Trustworthy, confidential and discreet with sensitive information.

It would be a bonus if you also have:

- Experience in church or charity admin.
- Familiarity with safeguarding or DBS procedures.
- An understanding of how Elim churches work (or something similar).

A Note on Faith:

Because this role involves active participation in the life and ministry of the church, working closely with our team and church family, whilst helping to support the spiritual mission of the church, there is an **Occupational Requirement** under Schedule 9 of the Equality Act 2010 for the post-holder to be a practising Christian who is in agreement with the vision, mission and values of Elim Pentecostal Church Loughborough.

Interested?

We'd love to hear from you! If you think this sounds like a good fit, please get in touch for more info or an informal chat about the role.

Interested?

Send your CV or a short bio along with a few lines about why you'd be a great fit for the role - we'd love to hear from you!

 anita.williams@elim-loughborough.org.uk

 **Application Deadline: 9am Monday 28th April 2025**

 **Interviews : 30th April - 2nd May 2025**