



## London Operations Coordinator/Officer

This post is responsible for the effective delivery of programmes at our London Centre, ensuring smooth operation of the wider London Centre and its' facilities including for London Monday, London Tuesday and Teaching Weeks, offering efficient operational, administrative and office support in one of the most exciting theological institutions in the UK.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. Our vision is to see theologically confident and committed followers of Jesus in every church. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous. The role will be appointed at either Coordinator or Officer level, dependent on experience.

We welcome and encourage applications from a diverse range of candidates.

### EXPECTATIONS

All operations staff are expected to engage in four primary areas which should be exhibited in their delivery of key tasks and responsibilities and in their own personal qualities and character. Engagement in each of these areas may take a number of different forms dependent on the individual, their experience, areas of expertise, and personal and professional development.

<b>Commitment to Operational Excellence</b>	We are ambitious in our pursuit of operational excellence, offering high quality administrative functions and support which enables and enhances the delivery of all aspects of college life. We aspire to be efficient, productive, precise, and dedicated, striving to provide the best possible operational functions across all aspects of college life. This includes being proactive in our approach to tasks and delivery, innovating where appropriate, with a personal drive and self-motivation to improve, invest in and develop skills and knowledge, setting stretching goals for responsibilities within our role and teams (where applicable).
<b>Commitment to the Team</b>	We are committed to supporting the team with a sense of personal responsibility for its overall success. We strive to have strong relational foundations, enabling the flourishing of others and are proactive in our approach to collaboration and communication. We adopt a servanthood approach, are generous with our time and skills and consider the impact on others in all that we are and do.
<b>Commitment to Formation</b>	We believe all Christians should be investing in the formation of Christ-like character, formed by the Holy Spirit. We are committed to growing in Christ-likeness, where we have an openness to developing our understanding of who we are and who we are becoming. We want to be receptive to feedback and model a willingness to admit and learn from our mistakes. We strive to be attentive to our own spiritual growth and our personal development in areas of self-awareness, self-management, our understanding of others, and our ability to resolve conflict constructively and build healthy relationships.
<b>Commitment to the Vision</b>	We are committed to seeing theologically confident and committed followers of Jesus in every church and are ambassadors for the vision, values, and work of the college. We are prayerful and have a passion for the College's mission and seek to celebrate and accelerate it to the best of our ability through our contribution in our roles and in the team. We seek to participate fully in the wider life of the college through times of prayer and worship and in our engagement with students in order to deepen our connection with the vision.

## KEY TASKS

### **Oversee, develop, and deliver all operational aspects of teaching days at the London Centre (Including London Monday teaching day, London Tuesday teaching Evening, and teaching weeks):**

- Responsible for confirming worship leaders, organising hosts, volunteers, and production needed for London and teaching week
- Assist Director of Innovation in creating the Forge timetable for London Monday; gathering feedback and implementing reviews on sessions and speakers, constructing draft timetable, assigning hosts to speakers, administrating track sign-ups, collaborate with the media team and other centre coordinators on creation of forge booklets
- Send invitations to external speakers, including midweek and afternoon programmes, to find mutually agreeable teaching dates and act as liaison from invite to post teaching
- Create weekly London timetables, ensuring they are kept updated throughout the year and presented at local meetings
- Ensure that rooms are booked, set-ups are confirmed - including any chairs/tables/flip charts, technical equipment for teaching and recording, equipment for worship etc, and catering booked
- Liaising with teaching staff and guest lecturers, updating Moodle with handouts for students
- Responsible for submitting invoices to accounts for payment to suppliers used in the running of all programmes, catering, speakers' fees, etc.
- Monitoring and answering emails in St Mellitus Teaching mailbox
- Oversee and develop the London weekly emails
- Organise DDO visits to the London Centre
- Attend London Monday briefing, and London Monday feedback weekly meetings (Retro) on behalf of the operations team, ensuring feedback is implemented
- Attend London Tuesday briefing meetings

### **Development and delivery of London Centre operations, in relation to staff and building facilities:**

- Oversee the administration of London local staff meetings, including scheduling the chairing and worship rotas, organising catering, assisting the chair with constructing agendas, and minuting
- Administrate London Centre Bishop report round table meetings and processes
- Responsible for working with the Verging and Estates Teams for the efficient running of the building
- Liaise with IT team as needed for the efficient running of technology in the building and supporting local staff with office requirements.
- Organisation of London staff celebration, with the Programmes and Office Administrator
- Venue booking for London centre, for internal events

### **Oversee, develop and deliver all aspects of London Centre Events, including**

- Spouses and supporters' events
- London Monday Supervisor Day and London Tuesday Supervisor Evening
- London Monday and Tuesday Training Incumbents Days
- London Monday Local induction day and London Tuesday Local induction evening
- London Monday buddy lunches
- London Monday & London Tuesday end of term celebrations
- Oversee and recruit London hospitality volunteers
- Health and safety induction for new London staff members
- Student Socials

### **Administrative support for the London Monday Director**

- Administrative support for the London Monday Director with the running of the London Monday centre
- Minute the London Monday Strategic meetings, review meetings and London Senior Student meetings as required by the London Monday Director

## **Other Responsibilities**

- Undertaking such other duties appropriate to the post as may be assigned by the Head of Operations as required
- Playing a full part in the College's wider operations team including:
  - Helping with hospitality of students on teaching days and teaching weeks by serving during coffee or mealtimes
  - Work at ordinand residentials or other college events as required for which time off in lieu / flexitime will be arranged where relevant
  - Providing general office support as a shared responsibility of operation team members
  - Work in connection with the wider operations team on supporting SMC-related activities, general administrative duties, special projects, and other tasks, as required
- Attending all meetings of the local and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, National Centres meetings, and HTB Group Staff Meetings
- General administrative duties and other tasks, as required by Leadership.
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

This list is not exhaustive, and additional duties may be needed as deemed appropriate by management.

## **KEY COMPETENCIES**

Essential:

- An enthusiasm for co-ordinating, organising and administration
- Takes ownership of their responsibilities and follows through to completion
- Open to innovative approaches and willing to try new ways of working
- Calm under pressure, demonstrating resilience and grace during busy or challenging periods
- Personable and adaptable – able to relate well to a wide range of people and flex relational style appropriately
- Balances attention to detail with an awareness of broader goals, keeping both the immediate task and the wider purpose in view
- Encourages and supports others in working towards shared objectives
- Exercises discretion and handles sensitive information appropriately
- Able to prioritise and coordinate multiple tasks, managing competing demands with focus and care
- Flexible, reliable, and proactive team player
- Customer service driven – a servanthood approach
- A committed and professional approach to helping build the Centre
- Excellent people and telephone skills
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint, and Excel.
- Flexible, reliable self-starter who is able to collaborate and work well with others.
- Support of St Mellitus College's mission to 'provide innovative theological education and training for those called to serve Christ in the church and the world.'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry.
- Support of St Mellitus College's commitment to 'provide training that represents a generous Christian orthodoxy and that trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training'.

**Officer Level:**

- Consistently dependable and trusted to deliver high-quality work on time, maintaining integrity and accountability in all responsibilities
- Has led on a project with responsibility for seeing it through to successful delivery
- Demonstrates emotional self-awareness, reflecting on how their responses impact others and adapting appropriately
- Proactive in identifying opportunities for improvement and suggesting more efficient ways of working, taking initiative where appropriate
- Brings energy and motivation, especially when others are low, and helps galvanise the team towards shared goals

**WORKING ENVIRONMENT**

The College is dedicated to providing theology in the context of worship, unity and mission, all of which helps Christians explore their faith more deeply. We are outward-looking, prayerful and striving for excellence in everything we do. We seek to be professional at all times, taking God seriously but not ourselves.

St Mellitus College is a place of hope and commitment to the gospel borne out of a new vision for theological training and formation, and out of a spirit of partnership. The College is enriched by the quality and diversity of the students and staff in our community, coming from widely different church cultures and traditions but who nevertheless are all sharing and learning together. We are passionate about the formation of Christian character and unity in the church. The college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

**JOB REQUIREMENTS and BENEFITS:**

- This is a full-time position.
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the HTB Group.
- 25 days holiday per annum (pro rata): please note term times, holidays will usually be granted around these and/or half-terms. The holiday year runs January-December
- The post will be based at our London Centre. While the contractual workplace will be at the St Mellitus College teaching centre, staff are given the opportunity to deliver their roles through a combination of onsite and remote working on an informal arrangement with a minimum of two days per week in the office. Some limited UK based travel may be required.
- Salary: £29,000-£35,000 dependent on experience.

