

Crofts End Church

Operations Co-ordinator

About Us

Crofts End Church was established as a mission for local miners in 1895 and throughout its history the church has been integral in serving in the community in which God established it.

We are a member of the Evangelical Alliance and work closely with a number of churches and charities across Bristol.

In recent years we have built a new church facility and community hub as part of fulfilling the vision that God has given us. Our facility includes Crofter Coffee which is our cafe enabling people to connect with one another and connect into the wider work that we do as a church. We hope to expand our community engagement and see the cafe and hub as a key vehicle for doing so.

In the past year we have appointed a new Senior Pastor. As part of our strategy moving forward we hope to recruit an Operations Co-ordinator in order to strengthen our administration.

Job Title: Operations Co-ordinator

Reporting to: Senior Pastor

The primary purpose of the Operations Co-ordinator role is to provide a range of support functions to aid our church and staff team in the various activities of the Church, Crofter Coffee and our Community Hub.

Location: Crofts End Church, 1 Crofts End Road, Bristol, BS5 7UW

Hours: 15 hours per week (days and times can be discussed)

Salary: £15/hour

Contract: Permanent (3 month probationary period)

Closing date: 18th September 2026

How to apply: Send a CV and cover letter (max 1 page) to ash@croftsend.org indicating why you believe that you are a suitable candidate for the role and how you meet the criteria listed below.

Core responsibilities:

1) General operational support:

- Identifying and implementing strategies to strengthen organisation, communication, and workflow across the charity.
- Management of our office spaces.
- Management of joint email inboxes - often communicating on behalf of Senior Pastor.
- Creation of print and digital advertising.

2) Finance:

- Oversight of day-to-day financial processes including co-ordination of Xero bookkeeping.

3) Venue hire:

- Manage bookings system, raise invoices and liaise with hirers.

4) Facilities:

- Ensure that church resources and equipment:
 - i) are centrally accounted for and maintained to a high standard.
 - ii) meet all relevant legal and safety requirements.
- Co-ordination of the repairs, maintenance, cleanliness, and security of the church. building and grounds liaising with contractors and suppliers where needed.

5) Health & Safety:

- Ensure compliance with legislation and safe practices.
- Develop and maintain the set of risk assessments for ongoing church and cafe activities.
- Create and update policies and procedures for church and cafe.

Essential Qualities

- *A committed follower of Jesus in agreement with the Evangelical Alliance basis of faith and supportive of the ethos of Crofts End Church. *(It is not required of the successful candidate to join the church)*
- A self-starter able to work on own initiative, to identify problems and find solutions.
- Strong organisational skills.
- Ability to communicate with sensitivity and discretion.
- Experience of bookkeeping.
- Competent with Google Drive systems.
- Working knowledge of Xero accounting software.

Desirable Qualities

- Experience of working or volunteering in a charity.
- Experience of co-ordinating venue hire.
- Experience of working with Churchsuite or other CRM systems.

Note - We understand that candidates come with a range of skills and experiences. We would love to have an informal chat with you if you are interested but not sure whether your skills and experiences match what we have indicated. To arrange an informal chat please email ash@croftsend.org

**The post is subject to an occupational requirement that the holder be a practising Christian under part 1 of schedule 9 to the Equality Act 2010.*