

OPERATIONS AND COMMUNICATIONS COORDINATOR

Location: The King's Centre, Osney Mead OX2 0EA

Reports to: Operations Director

Hours: 0.2 FTE, 8 hours per week

Salary: £29,000 to £31,000 pa pro-rata based on experience



We are looking for a capable and proactive administrator to join our team. You will be responsible for supporting charity leadership and for much of the operational administration at the hub of the Oxfordshire Community Churches charity. There will be opportunities to work on specific projects alongside daily tasks, and plenty of room for growth and development.

Due to the nature of the work, it is a genuine occupational requirement that the post-holder be a committed Christian willing to work with others in the context of the Oxfordshire Community Churches ethos.

Applications

For an informal discussion please contact Al McNicoll (al@occ.org.uk).

To apply, please send your CV and a covering letter to Al McNicoll (al@occ.org.uk).

Please note we are only able to consider applicants who already have the right to work in the UK.

Closing date: Monday 06 July 2026 at 9am (Please note that applications will be reviewed as they come in and we reserve the right to close the process at an earlier date.)

KEY RESPONSIBILITIES

Internal HR support

- Responding to staff queries, or escalating them if needed
- Managing lists and following up lists of staff completing HR processes, undergoing training, etc.
- Producing contracts and salary letters from templates
- Managing administrative processes for recruitment, onboarding and other HR activity at Charity Hub level
- Assisting with the induction, training and well-being of Charity Hub staff

Report & policy building

- Gathering and collating data from stakeholders
- Updating Charity Hub reports for trustees with gathered data
- Assisting the Operations Team with updates and changes to charity-wide policies
- Assisting with communicating policies and changes to staff

Meeting/Event support

- Scheduling of meetings for Operational Coordination Team and other meetings as required
- Minute-taking at Operational Coordination Team and other meetings as required
- Following up on actions from previous meetings
- Providing event support for all-staff gatherings
- Supporting the Operations Team with ad-hoc administration such as travel arrangements

Filing and record management

- Structured filing of personnel and operations documents as they are created
- Bringing order to existing document storage

- Ensuring that our data protection policy is followed with regard to Charity Hub filing

Administrative processes

- Managing routine communications with insurance brokers around renewal of our policies
- Administering claims on our insurance policies
- Facilitating rollout/implementation of staff IT changes
- Liaising with the finance team on breakdown of recharged Charity Hub costs

Communications

- Using materials provided to produce the quarterly staff newsletter
- Updates and content maintenance for the Oxfordshire Community Churches website

Culture & atmosphere

- Contributing to weekly staff prayer meetings
- Contributing to an atmosphere of mutual love and service within the work environment and the wider charity
- Representing the Charity Hub by communicating confidence and competence in dealings with the wider charity

SKILLS AND ABILITIES

Essential

- Strong attention to detail and accuracy
- Excellent organisational and time management skills
- Excellent written communication skills
- Ability to work well independently and as part of a team
- Ability to communicate well to others
- Ability to use initiative and be proactive
- Ability to pick up and use new systems and processes quickly and confidently
- Ability to manage, prioritise and balance conflicting demands

Desirable

- Previous experience of note-taking or minute-taking
- Highly IT literate with knowledge and proficiency in M365 including Teams/SharePoint
- Familiarity with responsible use of AI to accelerate workflows
- Experience with MailChimp or other bulk mailing providers