



JOB PACK
MINISTRY ASSISTANT
(BUILDINGS AND EVENTS)



About St Luke's

St Luke's is an Anglican parish church in the Bank Top area of Blackburn. The church has received significant investment through the Diocese of Blackburn to build a new church hall, renovate the church building, and establish a thriving Christian community.

Bank Top and the Galligreaves estate is one of the economically poorest areas of Blackburn. The church has grown to around 150 attendees on a Sunday and many more at activities during the week. A strong relationship has been built with the local primary schools and public agencies, with the church at the centre of the community. This provides the opportunity to develop missional work. St Luke's also plays a wider role as a Youth Resourcing Church for the Diocese of Blackburn, providing training in youth work for other churches.

St Luke's wants to be a thriving multi-generational church, empowering people of all ages to reach and disciple emerging generations from amongst those who have no or little existing contact with the Christian faith.

The team at St Luke's is led by Jason Gardner (Vicar) and Rachel Gardner (Youth Resourcing Lead), alongside a Curate and 5 other staff to bring about a new chapter for St Luke's and the local community. Having re-established ourselves, we are now looking to the next chapter in the life of St Luke's, building capacity and discipling new Christians to become the leaders of the future.

St Luke's is an enthusiastic, fast paced, professional, and fun working environment where we seek to encourage and offer compassion in everything we do. There is huge variety in the activities we undertake and we look to be innovative and creative in our mission approach. We are looking for ambitious, faith-filled, enthusiastic individuals to join us on our journey and be part of St Luke's staff team.

MINISTRY ASSISTANT (BUILDINGS AND EVENTS) – Job Description

Role purpose

To assist with the smooth running of events at church and manage the church buildings and bookings.

Role profile

Job title: Ministry Assistant (Buildings and Events) - fixed term contract for 18 months with the potential for extension as further funding is secured

Reports to: Operations Manager, St Luke's Church

Location: St Luke's Church, Bank Top, Blackburn, BB2 1TA

Diversity: St Luke's believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

Special conditions of employment: As a faith-based organisation and a place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

Salary: £12.30/hour (£10,234 p.a for 16 hours a week) from April 2025. Remuneration will be reviewed annually.

Working days/hours: 16 hours per week (Monday – Thursday). The working pattern can be discussed and agreed upon appointment. It is not expected that the postholder will set up for all events across the week, but that systems and volunteers will be in place for times when the postholder is not working.

Annual leave: 25 days per annum pro-rata plus bank holidays

Probation period: The role will be subject to completion of a satisfactory 3-month probationary period; appraisals will take place annually thereafter.

Safeguarding: St Luke's church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the Diocesan Safeguarding training course as well as, where required, undergo a DBS check.

Pension: There will be a pension scheme available with an employer contribution of 10%.

Pre-employment checks: Appointment to the role will be subject to receipt of two satisfactory references, eligibility to work in the UK and completion of an occupational health check/survey.

Key responsibilities

- 1) Organising buildings repairs, servicing, routine testing, cleaning, and waste management
- 2) Setting up spaces in church buildings for events
- 3) Agreeing clear arrangements and systems for building users to follow, and holding them to account
- 4) Monitoring and buying supplies for church events and buildings, such as for cleaning and catering.
- 5) Recruiting and encouraging volunteers in the management and maintenance of the church buildings
- 6) Promoting hiring of the buildings
- 7) Managing external bookings and maintaining excellent relationships with external users of the buildings
- 8) Managing calendar planning and sign-ups for church events in the church database (Churchsuite)
- 9) Collating figures for attendance at church events
- 10) Helping to ensure that St Luke's is compliant with relevant legislation affecting the operation of the church e.g. health and safety, food hygiene, GDPR, and safeguarding.
- 11) Helping with booking and organising occasional church events away from the St Luke's site, including weekends away, retreats etc
- 12) Contributing to the team and church activities as required

Person specification

This position requires professionalism and the ability to work in an ever-changing environment where multi-tasking, sound decision making, self-motivation and discretion are essential. The post-holder will need proven organisational, administrative, communication and interpersonal skills.

Criteria	Essential/Desirable	How this will be assessed
A good level of literacy skills necessary to liaise with contractors, building users, and volunteers	Essential	Application
Excellent organisation and administration skills, able to meet deadlines and manage workload	Essential	Application and interview

Ability to forward plan, anticipating the needs of church users, and buildings maintenance and servicing	Essential	Application and interview
Ability to learn and use simple IT applications, including Microsoft Office	Essential	Application
Some basic knowledge of buildings maintenance and regulatory requirements	Desirable	Application and Interview
Excellent negotiation skills, and ability to develop and maintain positive relationships even while ensuring compliance with procedures	Essential	Application and Interview
Ability to recruit, direct, and inspire volunteers	Essential	Application and interview
Problem solver able to consider options and make decisions that will benefit the church	Essential	Application and interview
Able to take initiative to ensure the smooth running of the administration within the church	Essential	Application and interview
An eye for detail	Desirable	Interview
Supportive of the work of St Luke's in bringing God's love to our local community	Essential	Interview

How to apply

Thank you for taking the time to read this job advert, the St Luke's team hope you are now planning to apply to join them.

To apply for this role, please send a CV and covering letter explaining why you have applied and what skills and experience you will bring to the role to our Operations Manager, Andy Foot (andy@welcometostlukes.org).

The deadline for applications is Monday 10th March 2025 with interviews planned for week commencing 17th March 2025.

If you would like an informal conversation about this post, please contact Andy Foot on 07399 219018.