



JOIN OUR TEAM!

OPERATIONS AND MINISTRY CO-ORDINATOR

For the Parish of Swarcliffe and Whinmoor, Leeds

www.stlukescommunity.church

Full time 37 hours

Salary: £34-36,000 based on experience

Pension Provision

5 weeks of annual leave plus bank holidays.



Hi, I'm Hannah Jones, the Vicar of the new Parish of Swarcliffe and Whinmoor.

We are at the beginning of an exciting new chapter for St Luke's and St Paul's Community Churches. We are building two welcoming worshipping communities where people can meet Jesus, find genuine community and grow in faith.

This role is a real opportunity to help shape the life, ministry and future of our new parish. You would join a committed team who are passionate about following Jesus, loving people and serving the communities of Swarcliffe and Whinmoor.

We are looking for someone who brings practical skill alongside a heart for people, someone who enjoys creating good systems, supporting others and helping turn vision into reality.

If this role interests you, I would be very happy to arrange an informal discovery call or a visit to meet the team, see the churches and get a feel for what God is doing here. I look forward to meeting you and praying for you as you consider this role.

Rev Hannah Jones

Vicar, Parish of Swarcliffe and Whinmoor



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We are excited to offer this opportunity to join our planting team in the new Parish of Swarcliffe and Whinmoor in East Leeds. The role is a key senior leadership position, working alongside the vicar, wardens, and Children's and Youth Worker to establish the Parish of Swarcliffe and Whinmoor, with two churches re-established in the area. We are looking for someone who could bring creativity, energy and vision, alongside strong organisational and administrative skills. This is a role you have the opportunity to shape and develop at the very outset of our journey.

Please get in contact for a conversation, hannah.jones@stlukescommunity.church, or come and meet us to get a sense of all St Luke's and St Paul's have to offer

Background

PARISH OF SWARCLIFFE AND WHINMOOR JUNE 2026

The Parish of Swarcliffe and Whinmoor is a brand-new parish that came into being on 14th May 2026. Worship will begin at St Luke's Community Church on Sunday 6 September 2026, led by a church planting team, headed by our vicar, Rev. Hannah Jones. The planting team is being sent by St George's, a resource church based in the centre of Leeds and committed to church planting. The vision for the parish is that, over the next two years, we will have planted two churches that are vibrant, multi-generational congregations, actively serving their communities.

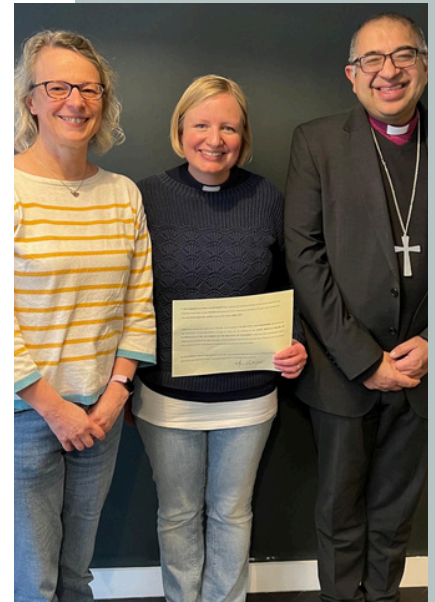
ST. LUKE'S COMMUNITY CHURCH BACKGROUND

St. Luke's was originally planted in 1961, and worship continued until December 2011. Since then, the building has been used as a community space and rented by local groups. At the heart of reestablishing St. Luke's as a worshipping community is seeing new people come to know Christ. The calling of St. Luke's is to be a blessing to the parish, with a particular call to the poor and the young.

ST PAUL'S COMMUNITY CHURCH BACKGROUND

St Paul's Community Church Background

St Paul's C of E Primary School, a dual site established as both a school and a church, is also in our parish (in Whinmoor). There has not been regular worship here since 2020 (though links with the previous parish of Seacroft have been maintained). Over the next two years, we will build a strong presence within the school, forming relationships with families and the wider community. This will enable us to reestablish Sunday worship in 2028.





Part of the Diocese of Leeds Strategic Mission initiative.

The Diocese of Leeds has successfully secured national funding (SMMIB bid) for church planting and revitalization and the church plant in Swarcliffe and Whinmoor has been awarded money from the SMMIB. This will help revitalise the church building of St Luke's, re-establish the church, cover initial running costs, and fund two paid roles: an Operations and Ministry Coordinator and a Children's and Youth worker.



Our vision is: Follow Jesus, love people

We gather together to create a church where people can meet Jesus, find genuine community and grow in faith. We want to build a place that feels like home - centred on 'Following Jesus and Loving People' - where families and individuals of every age can belong, encounter God, and flourish together. (Matthew 22: 37-38)



Together

We are gathered into a new family to share life around Tables - through communion, sharing food, and community together.



Accepted

All are welcomed and accepted by God, forgiven, and renewed to live lives free from sin and shame.



Blessed

We receive God's blessing through a relationship with Him - peace beyond understanding, joy in adversity, and hope in Jesus.



Loved

Our identity is rooted in being God's beloved children, called to live out His love in how we treat others.



Empowered

We are empowered by the Holy Spirit through encounter, worship and prayer, sent to serve with confidence and generosity.

Buildings:

St Luke's Community Church is a 1960s building with striking architecture, with a main sanctuary, a community hall and some offices and meeting rooms. It has a large garden to the rear of the church. The building is a very usable space and a considerable asset to the local area. The building needs substantial investment. With the money from the SMIBB bid, we will be able to make the building watertight, warm, and welcoming to all. We have 2 phases of building works:

Phase 1

Prepare the community hall for worship in September, install heating, add some decorations, and refresh the kitchen, toilets, and offices.

Phase 2

Under the direction of an appointed architect, we will make major repairs to the roof, replace all the windows and install heating. We hope to be worshipping in the main sanctuary by Easter 2027.

The garden: we are trying to secure local investment and funding to make it a beautiful, inviting space for the community and nature.

People:

We have a strong planting team, with a PCC and wardens. Many of the team have been on the journey for the last 2 years and are very committed to the vision of seeing the Parish of Swarcliffe and Whinmoor become known as a community where Jesus shines, where there is pride and identity in where we live.

We will have two paid roles that work alongside the vicar, wardens, and PCC: Operations and Ministry Coordinator, and a Children's and Youth worker.

Finance:

Finances are overseen by our volunteer Treasurer, and we hope to recruit a trainee treasurer over the next year. Our finances currently consist of a gift from St George's, the SMIBB bid, and the regular giving from the planting team.



Operations and Ministry Coordinator - job description



Main Purpose

To provide operational oversight to enable worship and mission across the parish. The role will include administration, finance, operational and administrative support for building projects and maintenance, supporting the vicar, coordinating volunteers and systems across the churches, and community outreach. This role will be both administrative and involved on the front line of the church ministry.

Accountability

The Operations and Ministry Coordinator will work alongside the vicar, wardens and Children's and youth worker to establish the parish of Swarcliffe and Whinmoor. The Operations coordinator would be accountable to the PCC as an employer through their line manager, the vicar.

Key Responsibilities

Strategic and operational

- The Operations and Ministry Coordinator is a relational role. Working collaboratively and prayerfully with an exciting team, including the vicar, church wardens, and PCC, to deliver St Luke's and St Paul's vision as community churches, taking the lead in strategic and operational matters.
- Attend weekly staff meetings and take a lead on any operational tasks that need to be delivered.
- Manage the day-to-day operations of St Luke's and St Paul's according to the values, standards and budgets agreed by the PCC
- Develop the operational capability and capacity of St Luke's and St Paul's.
- Ensure effective engagement and good communication with the congregation, staff and volunteers.
- Assist with sustaining and developing St Luke's and St Paul's relationship with key partners across the parish, including Whinmoor St Paul's C of E Primary School, the diocese and other local churches.
- Ensure best practice is maintained across the parish in the efficient use of systems and processes, including the completion of an annual appraisal of the parish processes, training and policies.



Administration.

- Provide administrative support for the Vicar.
- Establish and manage the effective and efficient operation of the church office and other administrative resources. This includes oversight of the church calendars and ChurchSuite software, and ensuring effective support for staff with day-to-day operational tasks and matters.
- Attend weekly staff meetings, meetings of the PCC and other appropriate meetings as required, and ensure minutes are taken and filed appropriately. Take a lead on any operational tasks to be delivered.
- Support the ministry of the PCC, churchwardens, Health and Safety Officer and Parish Safeguarding Officers to facilitate the consistent application of church governance and compliance across all areas of church life.



Worship and Events

- Support the staff team by providing operational support for worship services and church events, ensuring resources, facilities and technical systems are functional across locations.
- Support the logistical elements of key community groups, such as parent-and-child groups and youth groups.
- Overseeing publicity, logistics and volunteer supervision for seasonal outreach events and ensuring the completion of risk assessments.



Communications & Media

- Oversee all internal and external communications for the parish. Working with the staff team and the vicar on developing newsletters, website development, social media output and printed materials.
- Be the primary point of contact for church enquiries, ensuring that information is disseminated effectively. Deal promptly and courteously with visitors and enquiries, offering prayer where appropriate.

Finance

- Undertake some routine financial tasks and administration, such as invoicing, expense claims, and working on grant applications.
- Working to budgets to ensure they are well-managed.

General Duties

- Attend and contribute to the weekly staff prayer meeting.
- Provide reports of work as requested.



Buildings



- Take a strategic role in overseeing the use and maintenance of church buildings as resources for the parish and the local community.
- Try to build up St Luke's hiring portfolio so that there is strong, high-income through targeted marketing and key partnerships with community partners.
- Oversee St Luke's bookings, ensuring contracts are up to date, invoices are paid, and the building is used properly.
- Providing operational and administrative support during the forthcoming building projects at St Luke's. Communicating with the contractors, architect, wardens, and PCC to ensure the project stays on track and within budget, is delivered on time, and meets the requirements set by the PCC.
- Overseeing a schedule of works based on Quinquennial inspection recommendations. This work will be carried out in close collaboration with the churchwardens, who hold legal responsibility for church buildings on behalf of the parish.
- Ensure that all applicable policies and procedures for the use of church premises (e.g., health & safety, insurance, data protection, food hygiene, etc.) are in place to comply with current legislation and good practice and to manage risks effectively.



Essential qualities, skills & experience required

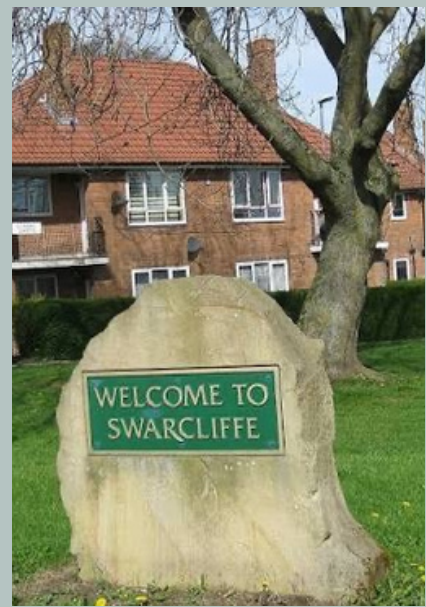
- There is a Genuine Occupational Requirement that the post holder is a practising Christian. You should be a committed and baptized Christian, involved in church activities, prayerful and committed to the mission and worship of the church.
- Willingness to work within the authority structures of the Church of England.
- Able to work with initiative within the vision and values of the Parish of Swarcliffe and Whinmoor.
- An enhanced DBS disclosure is required. Safeguarding training will also need to be completed online.
- Strong organizational and strategic skills, with the ability to handle a demanding and varied workload, prioritising and ensuring achievement of targets.
- Excellent written and verbal communication skills.
- Ability to learn new systems and adapt to new technologies quickly and effectively.
- Relational, friendly, good-humoured and able to work with colleagues, volunteers and community partners.
- Experience of developing and maintaining operational policies and procedures
- Competence with Google Drive, Microsoft Windows and Office.

Desirable qualities, skills and experience

- Have an understanding of developing mission in a parish context.
- Relevant experience in a similar context.
- Experience of working within budget.
- Willingness to become a fully committed member of St Luke's or St Paul's church.
- Experience with the Church of England's building management processes, such as faculties through the DAC and use of the Building Management Portal.
- Experience of managing volunteers.
- Experience using ChurchSuite and Canva.
- Understanding websites and social media.

What we offer

You will be joining the team at an exciting time. As Operations and Ministry Co-ordinator you will be working in a supportive team with opportunities for personal development. This is a new role where your input would be encouraged. Your welfare is important to us and we will provide healthy working patterns with generous holiday allowance and opportunity for retreats.





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Terms and Conditions

- Full time, 37.5 hours per week, predominantly within normal office hours, but do require regular flexible working on evenings and weekends, including Sundays, with time in lieu assured. The post is office-based at St Luke's Church. Some negotiation is possible.
- Salary £34-36,000, depending on experience, plus contributory pension scheme.
- 5 weeks' annual leave, plus bank holidays.
- There will be a probationary period of 6 months.
- Any job offer will be subject to two satisfactory references and an enhanced DBS check. The Parish of Swarcliffe and Whinmoor is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

APPLICATION PROCESS

For an informal conversation about the role, please contact the vicar, Rev. Hannah Jones: hannah.jones@stlukescommunity.church

To apply for the role: please send a C.V. accompanied by a personal statement by Thursday 16th July at 12pm. Interviews will take place on Thursday 23rd of July.

YOUR PERSONAL STATEMENT SHOULD INCLUDE:

- Why you have applied for this position
- How you fulfil the criteria for the job
- What excites you about the vision and values of the Parish of Swarcliffe and Whinmoor.

You will be asked to include the contact details for two references, which be contacted on following an offer of employment:

1. Professional reference from current or most recent employer.
2. Character reference from your church leader or another suitable person of responsibility.

If shortlisted, you will receive an invitation to interview on Friday 17th July at St Luke's Community Church, Swarcliffe, Leeds LS14 5AS

