



The Team Parish of  
**St Luke in the City**  
Liverpool

**Job Title:** Ministry Coordinator for Open Table Liverpool  
**Type:** 2-year Fixed-Term Part-Time (15 hours per month)  
**Starting Date:** 1 April 2024



### Job Overview

The Ministry Coordinator at Open Table Liverpool will play a pivotal role in overseeing various operational aspects of the organization. This part-time role (15 hours per month) involves responsibilities related to finance management, social media coordination, event planning, safeguarding, and effective communication. The ideal candidate will demonstrate exceptional change facilitation skills, problem-solving abilities, effective communication, and a commitment to upholding the values and ethos of the Church of England.

### Responsibilities

- Manage and oversee the organization's finances in accordance with established procedures.
- Coordinate social media activities, creating engaging content and managing online presence.
- Plan and execute events in alignment with organizational objectives.
- Ensure effective safeguarding practices are implemented and maintained.
- Facilitate communication between stakeholders, fostering positive relationships.
- Prioritize tasks efficiently and manage personal performance effectively.
- Attend evening and weekend meetings as required, with prior notice.

### Requirements

- A-level/BTEC qualifications demonstrating proficiency in English and Maths.
- Ability to creatively solve problems and overcome challenges.
- Proven ability to take responsibility and ensure task completion.
- Resilient, flexible, and shares the values of the Church of England and Open Table
- High proficiency in Microsoft Office and social media tools
- Effective communication skills and prioritization abilities.
- Experience within faith communities and access to personal transport.

### Ideal Candidate

The ideal candidate should possess exceptional administrative skills, a proactive approach to problem-solving, effective communication abilities, and a commitment to upholding the values of the Church of England.

Open Table Liverpool is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, and disability.