



Hope Church Job Description

Hope Works Ministry Coordinator

Role Summary

The **Hope Works Ministry Coordinator** supports the planning, delivery, and growth of Hope Works initiatives at Hope Church Ipswich. This includes leading projects, engaging with the community, mentoring volunteers, collaborating with local partners, securing resources, and ensuring that all activities reflect the church's vision for social transformation.

Organisational Position

The Hope Works Ministry Coordinator will have oversight from the lead elder for Hope Works, with formal line management from the Head of Operations, working alongside the staff team and other ministry leaders.

Main responsibilities

- Support Hope Works ministry leads in planning, administration, and awareness raising.
- Assist in leading specific projects that have been approved by the elders
- Research information in support of exploring specific project ideas
- Run and promote groups, courses, and events as required
- Help to train and mentor others to lead and co-lead Hope Works ministry activities, courses, events, and groups
- Ensure that the vision, purpose, and goals of Hope Church are reflected in all Hope Works ministries/initiatives
- Contribute to effective networking with local churches, charities and Together For Ipswich to raise awareness of Hope Works ministries and to ensure coordination across linked services and complementary provision
- Contribute to Hope Works ministry meetings, staff meetings, prayer meetings etc.
- Keep thorough records of contacts, outputs, outcomes, and impact for all Hope Works ministry activities, completing the bi-annual Hope Works ministry progress report
- Support effective governance of all Hope Works ministries, including DBS checks, assisting in reporting to Hope Church trustees and elders, as appropriate
- Supporting people with immediate needs through appropriate signposting. Where appropriate (and not creating dependence) this could also look like providing short term support such as vouchers.
- Ad hoc tasks and other project work which enhances the Hope Works ministries.

Person specification

- There is a genuine occupation requirement for the post-holder to be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.
- Is committed to the vision, purpose, and goals of Hope Church
- Has a passion for and desire to work with, love, and serve the most vulnerable people in our community
- Has a passion for reaching people with the gospel and to seeing them grow into all that God has created them to be

Personal skills and abilities

- Has excellent teamwork and team-building skills, and is able to manage, motivate, and encourage others
- Has excellent organisational skills and time management
- Is self-motivated
- Has outstanding communication and interpersonal skills, both written and verbal, and the ability to sensitively and pastorally connect with vulnerable people in challenging situations
- Is able to teach, coach and mentor vulnerable people
- Has a high degree of discernment and good judgement in terms of how to help others in a way that does not create dependency or perpetuate bad habits (e.g. facilitating people to feed addictions etc)
- Has a high attention to detail
- Is flexible, with a can-do attitude
- Is teachable and has a desire to learn and grow
- Understands the importance of confidentiality and has good self-awareness
- Has enthusiasm, energy, commitment, and a sense of humour.

Knowledge, qualifications, and experience

- Has experience in supporting vulnerable people through ministry projects
- Has an excellent understanding of the needs and challenges affecting those on the margins of society
- Has a thorough understanding of statutory Child Protection/ Adults at Risk Safeguarding requirements
- Is IT literate in MS Office and other programmes
- Is able to produce and edit creative digital media (imagery, photography, video etc.)