

## JOB DESCRIPTION – PROJECTS SUPPORT COORDINATOR

<b>Job Title:</b>	Projects Support Coordinator
<b>Reporting to:</b>	Support Services Team Leader
<b>Based:</b>	Hybrid working – both home working and office days at Baptist House in Didcot
<b>Salary:</b>	£26,500 per annum, pro-rated for 3 days a week and the length of the contract.

This is a twelve-month fixed term contract providing support to the work of a joint working group assessing the future of the Baptist Pension scheme, and the regional-national financial model.

### Purpose of the role:

This is a fixed term role (12 months) whose purpose is to support the Support Services Team Leader to deliver the next phase of two projects. These projects are a Financial Model Review, which has been running for some time and is now entering a critical final phase, and a Defined Contribution Pension Scheme Review. The aim of this role is to contribute to the successful and timely completion of both projects.

This role will focus on:

- Technical and administrative delivery and coordination of decisions made by the Financial Sustainability Working Group (FSWG) and Support Services Team Leader, including but not limited to, new income generation activities.
- Administrative support, including but not limited to organisation of meetings, logistics, and compiling records of meetings and decisions.
- Data gathering to support the development and analysis of options for consideration.

### Key Responsibilities:

- To assist the Support Services Team Leader in providing a national presence at relevant working groups.
- To gather data for analysis, and use said data for model development in liaison with the Support Services Team Leader (SSTL) and, where appropriate, the Governance & Support Manager, the Pensions Manager, and the Pensions Trustee. This may include liaison with Regional Association staff and trustees.
- To attend working groups and other meetings as identified in liaison with the SSTL.
- To assist with analysis of consequences connected to potential financial models and pension arrangements, so relevant stakeholders can assess the impact of change.
- To work with the SSTL and other relevant parties, including Association staff and trustees, to assess the practical and relational feasibility of financial model proposals.

- F. To deliver high quality administrative support for both projects, and the maintenance of relevant Gantt Charts and associated planning, in liaison with the SSTL.
- G. To support the analysis of new income generation opportunities and provide administrative support for the development of relevant pilot projects.

## Person Specification

Essential	Desirable
Superb organisational and administrative skills	Knowledge of DC pension schemes and relevant regulations
Project coordination experience	A knowledge of the Baptist family
Excellent verbal and written communication skills underpinned by tact and relational capability	A project management qualification or experience
Financial skills and knowledge evidenced by relevant work experience	
In sympathy with the Christian ethos of the Baptist family	

## Technical skills, Knowledge and Abilities

- A capable and competent administrator with a track record of maintaining excellent organisational standards and supporting others within those standards
- Demonstrable communication skills in an environment that required coordination of tasks, logistics, and goals
- Strong IT skills, including a working understanding of MS Word, Excel, and Teams
- Excellent attention to detail
- Knowledge of project support and delivery in a team environment

## Personal Qualities

This role is focused on providing support to a major review of our spending and our structure. You will need to be able to quickly assimilate the information already gathered and the aims of the review process. We are looking for someone who can contribute immediately to this process, and who is also able to demonstrate the following:

- Accuracy and attention to detail
- Able to relate well to a range of people at all levels



- Willingness to work collaboratively with members working groups and leaders across our Union
- Excellent interpersonal and organisational skills
- Commitment and self-motivation
- Good time management, including the ability to multi-task and to work well under pressure

### **Christian ethos**

The Baptist Union of Great Britain is a denominational body for more than 1,800 churches, associations and colleges across England and Wales. We expect you to be able to demonstrate an understanding of and commitment to the Christian ethos and values of our organisation.

### **Salary and practical arrangements**

This role is offered on a part-time basis for 21 hours each week, with working hours spread across 3 days. The role is based at our modern offices at Baptist House in Didcot, although we do offer the facility for some home-based working.

The full-time starting salary for the role is £26,500 per annum, pro-rated for part time hours. We anticipate that this will be a fixed term appointment for 12 months, depending on the progress of the financial spending review work.

Full time staff are entitled to 22 working days' holiday per year in addition to 8 public holidays, with 6 additional leave days usually granted on the day following Easter Monday, the day following the Spring Bank Holiday, the day following the August Bank Holiday, and the period between Christmas and the New Year. Entitlement is be calculated on a pro rata basis for part-time employees. You will be paid for all authorised holiday and public holidays at your current basic rate of pay.

### **How to apply**

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to Rachel Stone, HR Team Leader, at the email address or postal address shown below:

Email: [opportunities@baptist.org.uk](mailto:opportunities@baptist.org.uk)

Post: HR Team  
Baptist House  
PO Box 44  
129 Broadway  
Didcot, Oxon  
OX11 8RT

If you would like to discuss the role before applying, please contact Rachel Stone on 01235 517730.

Closing date for applications is 9am Monday 2 June 2025 and first interviews will take place at Baptist House at the address above on Wednesday 11 June 2025.