



**Students, Young Adults Co-ordinator – Comms & Admin Support**  
**(12-month contract)**

**About King's Church Birmingham**

King's Church is a growing charismatic, evangelical church of around 200 adults and 50+ children and young people, passionate about following Jesus and seeing lives transformed. We are committed to making disciples, building loving and authentic community, and playing our part in God's mission in Birmingham and beyond.

We value God's Word as well as His Spirit, and we love to develop people, creating space for them to grow in their gifts and calling.

**Role Overview**

The Students & Young Adults Co-ordinator will play a key role in the life of the church, with particular responsibility for students, young adults, communications, and administrative support. This is a 12-month contract, reporting to the Newcomer & Operations Pastor.

This role is ideal for an emerging or developing leader, offering the opportunity to grow in leadership and ministry oversight, within a supportive and team-led environment. The Students & Young Adults Co-ordinator will work with the wider staff team to help shape the culture, community, and future growth of King's Church.

**Key Responsibilities**

**1. Students & 20s Ministries**

- Help King's Church build a thriving, welcoming, and spiritually growing community of students and young adults
- Work with the Students and Young Adults Ministry Team Leaders to help administrate the various events and socials
- Help organise the student 'Weekend Away' along with the Administrative Lead.
- As part of King's Church's wider integration process welcome and help new students and young adults feel welcomed and get integrated into the church
- Help students connect into Life Groups and the wider church community
- Encourage a culture of mission and discipleship among young adults

**2. Communications**

- Work alongside the Administrative Lead and Newcomer & Operations Pastor to support clear, consistent, and engaging communication across the church
- Write and coordinate key church-wide communications, including the weekly Friday email and additional updates throughout the year as required
- Manage and coordinate the Sunday notices rota

- Support the communication and promotion of key church events, ministries, and news across relevant social media platforms
- Work collaboratively with staff, volunteers, and ministry teams to support effective internal and external communication

### **3. Assistant to the Lead Pastor**

- Work closely with the Lead Pastor to provide practical and administrative support in the day-to-day life of the church
- Assist the Lead Pastor with their diary management, meeting coordination, scheduling, comms and general organisational tasks
- Support Life Group administrative processes across church life, including collecting attendance figures, maintaining records, and ensuring information is accurately updated

### **4. 'One Thing' Discipleship Year (if required)**

- Lead and develop the 'One Thing' discipleship year programme
- Organise pastoral support, mentoring, and regular input to those on the year.
- Liaise with Grace Connection on the training, and discipleship schedule
- Review, advertise and develop the programme for future years

### **5. Team Collaboration**

- Attend staff meetings as required to stay aligned with church strategy and ministry priorities
- Serve flexibly in other areas as agreed with the New People & Operations Pastor

## **Person Specification**

### **Essential**

- A committed Christian with a clear and growing personal faith in Jesus Christ
- Actively living out a Christian lifestyle consistent with the values of King's Church
- In agreement with the church's vision, values, and statement of faith
- A heart for young adults, particularly students and those in their 20s, with a desire to see them grow in faith and community
- Strong relational skills with the ability to welcome, connect with, and support people well
- Good written communication skills, with the ability to produce clear, accurate, and engaging communications
- Strong organisational and administrative ability, with attention to detail and the capacity to manage multiple routine tasks reliably
- Ability to work collaboratively as part of a team
- Willingness to work flexibly, including Sundays and occasional evenings

### **Desirable (can be in a voluntary capacity)**

- Competence in using or willingness to learn digital tools used for church administration and communication (e.g. email systems, ChurchSuite, social media platforms)

- Experience serving in a church or Christian ministry context, particularly with students, young adults, or life groups
- Experience in communications, administration, events coordination, or similar support roles
- Experience helping organise church events, socials, or ministry gatherings
- Familiarity with social media management or content posting for organisations or churches
- Experience using church management systems (e.g. ChurchSuite or similar platforms)
- Exposure to discipleship environments, mentoring, or informal leadership development

### **Personal Qualities**

- Warm, welcoming, and relational in approach to people
- Faithful, reliable and consistent,
- Humble and servant-hearted, happy to serve in practical and unseen ways
- Positive, encouraging, and team-minded
- A willingness to learn and grow in ministry and responsibility
- Passionate about seeing people come to know Jesus and grow in discipleship within church community

### **Job Details**

**Location:** Birmingham

**Salary:** Pro-rata £24,976-£26,651 depending on experience

**Hours:** 37.5 hours per week (Monday-Thursday + Sunday; evening work required)

**Contract:** Full-time (12-month fixed contract)

**Responsible to:** Newcomer & Operations Pastor

### **Benefits**

- Pro-rata 25 days annual leave plus bank holidays
- Time off in lieu (TOIL) policy for additional hours worked
- Flexible working patterns where possible
- Ongoing training, leadership development, and mentoring
- Employer pension contribution
- Supportive and collaborative staff team environment

### **Occupational Requirement**

This role carries a Genuine Occupational Requirement (GOR) under the Equality Act 2010 for the post-holder to be a practicing Christian.

### **How to Apply**

Please submit your CV and a covering letter outlining your suitability for the role to [stevem@kingschurchbirmingham.org](mailto:stevem@kingschurchbirmingham.org) by **Wednesday 17<sup>th</sup> June 2026**