

## Welcome Letter from the Trustees of Downton Baptist Church

Dear Applicant

Thank you for taking the time to download this pack and find out more about working with us at Downton Baptist Church.

We are excited to be offering this position to support and extend the ministries at Downton Baptist Church as we continue to seek to know Jesus among us and to make Him known.

This pack includes a job description and personal specifications.

We hope the information in this pack will help you prayerfully discern whether to consider applying for this role. If you have any questions and would like to come and informally discuss the role further then please contact the church via the office at [office@downtonbaptist.org](mailto:office@downtonbaptist.org).

God bless

Philip, Katy and the Trustees of Downton Baptist Church

Rev Philip Rhoades  
Pastor

Rev Katy Ulliyatt  
Pastor

Dr Naomi Lloyd-Jones  
Chair of Trustees

**Downton Baptist Church, South Lane, Downton, Wiltshire SP5 3NA**

Telephone: 01725 512971 | Email: [office@downtonbaptist.org](mailto:office@downtonbaptist.org) | Website: [www.downtonbaptist.org](http://www.downtonbaptist.org)

Office hours: Monday to Thursday 9am to 1pm | Registered Charity Number: 1131186

## Job Description and Person Specification

### Community Programme Co-ordinator at Downton Baptist Church

Job Title:	Community Programme Co-Ordinator
Location:	Downton Baptist Church
Reporting to:	The Pastors and Deacons and Trustees
Location:	South Lane, Downton, Wiltshire, SP5 3NA

### Background of Downton Baptist Church

Downton Baptist Church (DBC), is a church that chooses to show the love of God and the grace we have received. The church has a long established place at the heart of the village of Downton in Wiltshire. **We seek to know Jesus and make Him known.**

The church has a strong focus on living out our faith by serving and over the years has developed deep rooted relationships in our community. We have an active membership with a large proportion of members serving in one way or another. We worship together on Sundays and Thursdays, and consider all the ministries of the church an act of worship, as we attempt to be like Jesus in our community.

Please find more information about the Church, the ministries and what we believe, please see our website. [www.downtonbaptist.org](http://www.downtonbaptist.org)

### Purpose of this role

This role exists because the church recognises the joyful and growing ministries within the life of the church and the need to provide more administration, co-ordination and pastoral support for those involved. This will enable the ministries to continue to bloom.

The successful candidate will work as part of a team, including two Pastors, one Church office administrator and a cleaner, alongside an active leadership group of Deacons, Trustees and ministry co-ordinators.

We are committed to training and always being formed and shaped by our faith. The successful candidate will also become part of our extended church family as it reaches beyond the walls of the church into our local villages.

## Key responsibilities

### Co-ordinate the community focused projects at DBC

Co-ordinate all the community-focused projects at DBC, supporting the leadership within each group, being a prayerful presence.

Supporting the administration, encouraging all those who serve and communicating with the church, members and the community. Providing a safe working environment for all the church projects. Be involved in strategic planning for the future projects and building relationships and be a regular pastoral presence in these groups.

### Other areas of responsibility

**Co-ordinating volunteers / those who serve:** From induction, suitability and safeguarding interviews, to ensuring all training needs are met to enable volunteers to serve. To regularly communicate updates and support for volunteers, including training updates and implementation of the church policies. To be a point of contact for all volunteers.

**Administration:** Support all the church community focused projects with administration, creating and managing their rotas. Dealing with all paperwork for these ministries in accordance with GDPR (Data Protection). Develop training and maintain training records for all groups. Support each group with communication, standard operation procedures, bookings, WhatsApp, purchasing and resources. Managing the IT administration. Support regular groups and to assist with annual events, i.e. Holiday Club, Cuckoo Fair etc.

**Safeguarding:** In conjunction with the appropriate Deacon, from induction through to verification, ensuring all safeguarding procedures are followed in all groups and that volunteers receive regular safeguarding training.

**Communications with the church and the community:** To communicate the community-focused projects with the church, the wider community and those who serve in the church ministries, by updating the website and emails, written materials, advertising with fliers, posters, notice boards.

**Logistics:** Co-ordinating the physical logistics of the community projects within the church, with equipment, space and resources.

**Health and Safety:** To ensure that all groups adhere to health and safety procedures, lone working, fire procedures and manual handling, regularly reviewing risk assessments and implement changes by communicating with all involved.

## Key relationships

The team at Downton Baptist Church consists of two Pastors, one office administrator and one cleaner. They are supported by an active group of Trustees / Deacons, co-ordinators and many serving church members. We have good relationships with the local schools and organisations.

Weekly planning with the Pastors and Church office, Chair of Trustees.

## Person Specification

	Essential / Desirable	Assessed by*
<b>Personal Characteristics and Capabilities and experience</b>		
An independent worker who can manage their own workload with limited supervision to ensure tasks are completed to the deadline.	E	I, R
The ability to communicate confidently and sensitively with others and to handle confidential information discreetly.	E	I, R
A positive approach to problem solving.	E	I, A
A physical ability to carry out the setup, running and packing away duties required in church activities, including safe lifting, moving, stacking of chairs and folding tables.	E	A
Ability to plan, implement and co-ordinate the task required to support groups of volunteers safely and sensitively.	E	I,
Able to work collaboratively in a team, with leadership and with volunteers.	E	I, R
The ability to work calmly under pressure.	E	I, R
Experience of co-ordinating volunteers or leadership.	D	I
Experience creating advertising materials for publishing.	D	I
<b>Qualifications</b>		
Good general standard of Education including GCSE grade C (new GCSE grade 5) or above, or equivalent at English and Maths.	E	A
First Aid at work qualification and Fire Marshal training, or a willingness to undertake the training.	E	A
Safeguarding Training to level 3, or a willingness to undertake the training.	E	A
<b>Skills and abilities.</b>		
The ability to type accurately and have administrative skills.	E	I, A
Good level of numeracy.	E	I, A
Good IT Skills, in Word, Excel, PowerPoint, MS Publisher, Email.	E	I, A
Experience of maintaining websites, YouTube, IT co-ordinator, or a willingness to undertake training.	D	I, A

\*E – Essential, D – Desirable, A – Applicant, I – Interview, R - Reference

## Safer recruitment

This post is subject to a DBS Check and receipt of two satisfactory references. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of any offer of employment.

## Occupational requirement

It is an occupational requirement under the Equality Act 2010 that the role of Community Programme Co-ordinator is a committed Christian, in full support of the ministries of Downton Baptist Church and as part of our basis of faith.

In determining whether the applicant meets this specification, this will in part, be considered demonstrable by the following additional specifications:

- Personal faith in Jesus Christ evidenced by a lifestyle of Christian discipleship.

## Other relevant information

- The role requires the postholder to attend some evening meetings.
- The postholder must be able to drive, with own car available.
- We are committed to safeguarding and we will require a full DBS check and adherence to our safeguarding training and policy.

## Salary and benefits

- The annual salary will be £13,500 based on working 16 hours per week in a variable flexible pattern, according to the calendar of church ministries. This will be agreed in advance with the (Pastors) line manager.
- The successful candidate will be offered the opportunity to join the Baptist Union Pension Scheme.
- Holiday entitlement is 6 weeks holiday pro rata per year. Holiday must be taken in the year and cannot be carried over without prior agreement from the leadership.
- The permanent contract will be subject to a satisfactory probation period of six month.

## How to apply

Please complete the application form in this pack, along with a covering letter and CV.

Please post the forms for the Attention of The Chair of Trustees to Downton Baptist Church, South Lane, Downton, Salisbury, Wiltshire SP5 3NA.

The closing date for applications will be: 2<sup>nd</sup> April 2026

Interviews will take place in April 2026.

If you would like to come and visit the Church for an informal conversation then please get in touch via the church office. [office@downtonbaptist.org](mailto:office@downtonbaptist.org)

## Application Form

Thank you for your interest in working at Downton Baptist Church. Please complete the form below to share more information with us about your experience and background, and to help us understand how your skills and abilities might fit with this role. Please note that the questions on the final page will be stored separately from your main application and will not be used as part of our shortlisting process.

<b>Position applied for:</b>	Community Programme Co-ordinator
<b>Please return your completed form to:</b>	Chair of Trustees, Downton Baptist Church, South Lane, Downton, Wiltshire, SP5 3NA

### Section 1 - Employment history

Please give details of your current or most recent role first, followed by your previous employment history.

<b>Current employer (name of organisation and business address)</b>	
<b>Job Title</b>	
<b>Main duties and responsibilities.</b>	
<b>Current salary and benefits</b>	

Previous posts (please start with the most recent):

Job title and Employer Details	Main duties and responsibilities	Dates (from-to):	Reason for leaving:

## Section 2 - Education/training

Secondary education (school details)	Qualifications/grade:
Further/higher education (college, university or other educational centre details)	Qualifications/grade:
Other relevant training, professional qualifications or work-related skills (for example languages, shorthand/typing, etc):	

**Are you undertaking any course of study at present? (If so, please give details)**

**Do you have membership of any professional bodies? (If so, please give details, including any offices held)**

**It is our policy to verify the qualifications of all successful job applicants and you will be asked to show the original copies of any qualification certificates.**



## Section 3 – Supporting Information

We would like to understand more about how you see yourself matching into this role. Please take time to respond to the questions below. If there is any other information that you think is relevant, please use the last question to include this.

**How do your skills and experiences to date make you a good match for this role? (Please refer to the main duties in the job description in your reply).**

**Tell us more about your Christian journey and your involvement with local church**

**Where would you need the most support if you were successful in being offered this role?**

**Other details**

What is the length of notice required in your present post? \_\_\_\_\_

Is your present post your sole regular employment?

Yes

No

Are there any restrictions on your right to work in the UK?

Yes

No

If yes, please state restrictions and the expiry date of any permissions.

Do you have a full driving licence?

Yes

No

Do you have any current endorsements?

Yes

No

Do you have use of a car?

Yes

No

**Disabilities**

Do you require any special arrangements to be made for your interview on account of a disability? If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:

Yes

No

## Section 4 - References

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise OR references will be taken up once an offer has been made.

<b>1. Referee Name:</b>	<b>2. Referee Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May references be taken up before interview?</b> YES/NO	<b>May references be taken up before interview?</b> YES/NO

### Data protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation, Individuals have, on written request, the right of access to personal data held about them.

The church treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our church privacy policy and statement.

### Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

### Applicant's signature

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Note: Any false, incomplete or misleading statements may lead to dismissal.

## Section 5 - Personal details

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	
<b>Day time telephone number:</b>	
<b>Evening telephone number:</b>	
<b>Email:</b>	

Please return completed form, along with a covering letter and CV to: Chair of Trustees of Downton Baptist Church, South Lane, Downton, Wiltshire, SP5 3NA.