



Alive Church Job Information Pack

Job Title: Lincoln Central Community Project Coordinator & Alive Cafe Manager

Department: Lincoln Central Location

Location: Alive Church, Newland LN1 1XG &
Alive Cafe, Beaumont Manor, Beaumont Fee, Lincoln, LN1 1UL

Closing Date: Midnight Friday 5th September 2025

Interview Date: Week beginning 8th September 2025

Start Date: Monday 22nd September - (With potential to start beforehand)

Dear Candidate,

Thank you for your interest in working for Alive Church.

In this pack you will find the Job Description for the role you are applying for.

We encourage you to read the guidance notes and fill in the application form carefully, giving all relevant information and in particular setting out the ways in which you meet the criteria to be assessed through the application form.

I hope that you find the job description interesting and decide to apply. I wish you success and we look forward to receiving your application form.

Glen Ross

Operations Lead

Alive Church

Tel: 01522 542166

Email: hr@alivechurch.org.uk

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ABOUT ALIVE CHURCH

We are a vibrant contemporary church currently based in 6 locations; Lincoln Central, Lincoln North, Lincoln South, Grantham, Scunthorpe and Gainsborough. The heart of Alive is to allow every person to KNOW God, GROW in God and GO in the mission of Jesus through the church. We do this in a number of ways but primarily our activities are centred around Sunday Services, midweek Life Groups, children's, youth and student ministry and community based projects that seek to bring transformation to the localities we are based.

We are part of the Groundlevel Network of churches and therefore are actively involved in all of the activities of Groundlevel. This includes the Awaken Event and the Leaders Conference. In addition to this Alive Church is a member of the Evangelical Alliance.

Alive Church Lincoln is a registered charity (No: 1140435) and a company limited by guarantee having no share capital. (Registered Company No: 7494717)

Vision

Our vision is as follows...

We see Alive as a strategic multi-site church made up of thousands, expressing itself in numerous locations, seeing many people come to faith and equipping people who passionately follow Jesus Christ. We see a planting church who actively raise leaders and send teams to plant new locations. A church readily working in partnership with other churches and ministries for the advancement of God's Kingdom. We see Alive having a heart for the re-evangelisation of the UK, believing we have a significant contribution to make.

We see Alive as a **knowing** church. A multi-ethnic, multi-generational church who value all people, ensuring everyone is given an opportunity to know Jesus. We see a body of people who carry the heart and ethos of the church in all age ranges. We see Alive as a church of character and humility, where every person serves the mission of Christ, putting others before themselves. We see a church who deeply value both gathering together for vibrant Sunday worship and celebration and connecting together in small groups for friendship and discipleship.

We see Alive as a **growing** church. A bible-believing church, living out orthodox christian lifestyle handed down to us in word and deed. A Jesus-centred community growing in their faith and empowered to make a difference in the world. A positive Holy Spirit filled people demonstrating the fruit and gifts of the spirit and the character of Christ. We see Alive as a welcoming church where kindness and hospitality are the hallmark. A church who model the generous heart of God in their own generosity. A church who carry a spirit of excellence. A praying church who believe that nothing is impossible with God.

We see Alive as a **going** church. A church of influence, with involvement in all spheres of society and a focused mission into the world. A church with a heart for the poor and the marginalised, who are determined to bring transformation to people's lives. A church led by a dream team of committed staff and leaders. A team of men and women committed to God and to one another to see our dreams become a reality. We see a church that leads the way in training leaders who carry the DNA and culture of the house both within the church and into society, equipping all people to serve God in every area of their lives.

Values

Team: Our vision and purpose is led through and accomplished in teams. Teams are made up of people who give 100% energy and commitment in an environment of encouragement and trust, equipping and releasing others to go beyond us, cheering each other on toward the goal.

Generous: As God has given to us, we give more than is necessary or expected of our time, talent and treasure.

Invitational: As God first invited us, we live lives of proactive invitation. We see everything as an opportunity for ALL people to find purpose, experience more, connect and flourish.

Generational: We champion the family of God - from the eldest to the youngest, creating environments where everyone is valued. We actively honour those who've gone before us, our inheritance and leaving a rich legacy that outlasts us for generations to come.

Honouring: We proactively see the image of God in each other. We honour those in position and authority over our lives. We honour, serve and give time to those whom God has brought us into relationship with.

Excellent: We commit to do the absolute best with what we have doing all things in service to God and one another

Relational: We keep our hearts fixed on our relationship with Christ (vertical) and love others as He loves the Church (horizontal).

Youthful: We're moldable in our thoughts and actions, embracing change, striving for relevance and keeping principles over practice.

Entrepreneurial: We seek every opportunity to grow, improve and multiply by utilising our God-given pioneer spirit and creativity to do things in a better way.

Supernatural: We expect to live extraordinary lives by the power of The Holy Spirit

You can find further information about Alive through our website www.alivechurch.org.uk

Job Description

Budget Responsibility:

Community projects within the Alive Lincoln Central Location.

Collaborative responsibility with the Location Pastor for the Location Make A Difference budget.

Hours: 37.5 Hours per week (inclusive of 15 Hours Alive Cafe Manager)

Salary: £26,000 per annum

Terms of Contract: 12 Month Fixed Term Contract

Line Management Structure: You are line-managed by a Lincoln Central Location Pastor.

Introduction

The role of the Community Project Coordinator is to coordinate and administer the various community projects across the Alive Lincoln Central Location.

The main purpose of the role is to lead project leaders, uphold our ethos in community action, support the building of volunteer teams for each project, serve as the connection between Alive Lincoln Central, the Alive Cafe and ACTS Trust and lead the culture of connection between community projects, Alpha and Sunday Services.

The role of the Cafe Manager is to create a faith filled, supportive and encouraging environment for guests at the Alive Cafe which includes assessing which Acts 'Restore Programme' courses are relevant, inviting them onto the 'Pathway' into Church as well as supporting Cafe Pastors and Session Leaders to have confidence with this.

Values

You will ensure that you uphold the Alive Church values both personally and within the team you lead.

Key Roles

1. Oversee / lead the **project leaders** of the existing community projects within the location. These are as follows...
 - a. Butterflies, Toddle-In, The Shed, Snap, International Welcome Café & Monday Night Football
2. Liaise with the champions and volunteers of other community projects we support / partner with as a church. These are as follows...
 - a. Safe Families and Street Pastors
3. Lead, uphold and champion the '5D ethos' of projects within the location
 - a. Use and lead on 'The 5D Course' - to setup new community projects that have been agreed - to meet the identified needs in our local community and be sustained through resources within the location
4. Build volunteer teams in collaboration with the Location Pastors to assist in the delivery of the community projects and Alive Cafe
5. Working with the project leaders establish the values of the church and the ethos of guests finding community through their projects.
6. Serve as the connection between Alive Lincoln Central and ACTS Trust, this includes:
 - a. Attending ACTS Staff meetings (frequency to be agreed)
 - b. Presence at ACTS led projects (frequency to be agreed)
 - c. Promotion of projects and serving opportunities to the location in new and creative ways
 - d. Oversee the referral pathway from ACTS led projects including the Community Grocery to location led projects and visa versa
 - e. Work with ACTS Trust project leaders to recruit and engage volunteers + support at key events (summer schemes, summer festivals, Love Christmas, Christmas Sacks etc.)
7. Lead the culture of connection between community projects + Alpha, weekly Life Group and Sunday Services
 - a. Develop the culture of invitation within all projects
 - b. Ensure Alpha is promoted and championed in all projects
 - c. Work with Alpha Team to remove road-blocks to Alpha attendance for project guests
 - d. Organise community engagement activities that are invitational and provide a strong link into the ongoing Alive Location programme (Easter, Christmas, Summer etc)
8. Set and agree targets with the Location Pastor for all Lincoln Central projects.
 - a. Monitor and review each community project against these targets
 - b. Prepare quarterly reports for sharing with Location pastors, Funders (Shine) and Lead Team
 - c. Oversee budget setting for projects including Shine and support funding applications throughout the year
 - d. In collaboration with the Location Pastors be a lead voice at Make A Difference and throughout the year
 - e. Oversee the Lincoln Central Make A Difference / local projects budget

Delivery, Team Management and Communication

1. Be based in the Alive Cafe during specific open sessions.
2. Recruit, train, support and and coordinate volunteers to assist with key roles including:
 - Team Leader (volunteer)
 - Session Leader
 - Cafe Pastor
 - Servers
 - Activity Volunteers
3. Ensure that prayer and faith sharing is part of the culture of the cafe, supporting Cafe Pastors and Session Leaders to have confidence with this, and ensuring this is always optional, opt-in and invitational.
4. Implement the optimum 'guest journey' for visitors to the Alive Cafe; including assessing which Acts 'Restore Programme' courses are relevant, pathways into Alive Church community groups.
5. Ensure volunteers are well supervised across all activities. This may involve training team and session leaders in order to supervise their volunteer team effectively.
6. Undertake training in order to safely run the Alive Cafe.
7. Create ways to promote the weekly programme of activities to Grocery Members and building visitors including Sunday services, Alpha courses and seasonal events.
8. Seek all opportunities to promote / raise the profile of the Alive Cafe and Alive Church including social media, press releases, sharing with Church attenders.
9. Attend relevant internal Alive and Acts Staff meetings as well as occasional external events in order to promote.

Person Specification

Essential

- Experience in leading teams
- Experience in running sessions
- Experience of working with people who are experiencing financial and/or social disadvantage
- Experience of working with churches
- Confident IT skills including Social Media
- Good organisational skills
- Able to work under own initiative and part of a team
- Ability to communicate effectively both in formal and informal settings
- An ability to record/collate information and interpret statistical data
- An ability to work with a diverse range of people in an inclusive and proactive way
- Knowledge and understanding of working with vulnerable adults

Desirable

- Experience of working with food and hospitality
- Experience of working with volunteers
- Experience managing project budgets
- Local knowledge of statutory/voluntary welfare agencies
- Knowledge of Health and Safety including Risk Assessments

Information about working for Alive

Probationary Period:	The first three months of your employment will be a probationary period, during which time your performance and conduct will be monitored.
Eligibility to Work:	You will be asked to provide formal documentation, in accordance with Home Office guidelines, to show your eligibility to work in the UK. Failure to comply with the request or to provide satisfactory documentation may lead to your employment being terminated.
Place of Work:	You are required to work at the following location: Alive Church Lincoln, Newland, Lincoln, LN1 1XD & Alive Cafe, Beaumont Manor, Beaumont Fee, Lincoln, LN1 1UL. You may be required to travel, and to serve ALIVE Church at other locations.
Hours of Work:	Your normal hours of work are 37.5 hrs a week. However, there may be occasions when you will be required to work at other times.
Holidays:	Your annual holiday entitlement is 25 days. Your public holiday entitlement is 8 days. An additional 3.5 days of holiday will be granted to cover the period we are closed between Christmas and New Year. Therefore, your total holiday entitlement is 36.5 days a year. For part time employees, these entitlements are adjusted on a pro rata basis. The holiday year runs from 1 st January to 31 st December.

Application process

Please apply in writing, by completing the application form and submitting a personal statement.

Please send your application and personal statement to:

Human Resources
Alive Church
Newland
LN1 1XD

Or alternatively by email to hr@alivechurch.org.uk

Should you require any further information about Alive or the role please do not hesitate to contact hr@alivechurch.org.uk

GUIDANCE NOTES FOR APPLICANTS

These notes aim to help you complete your job application form. Please read carefully before you start completing the application form.

Completing your application

We will use the information you provide in your application to decide whether or not you meet the essential requirements listed above. Please note that if you don't give examples through your application how you meet the criteria, your application will not be taken to the next stage.

The people shortlisting will use information from your application and personal statement to determine whether you will be shortlisted for interviews for this role. You should show through your application form and your personal statement how you meet the essential criteria of this role.

Personal Statement

Your application form must be accompanied by a personal statement. When writing your personal statement please ensure it is no more than 1000 words and contains the following:

Name of applicant

Role applying for

Knowledge and experience

The knowledge and work experience that you've had – everything that makes you believe you are the right person for the job

Skills and abilities

How do your skills match what we're looking for?

Interviews

If your application is shortlisted, you will be required to attend an interview.

References

We will need two good references.

- Your current employer. If you are unemployed, this will be your most recent employer. *This will be someone senior to you who can assess your work for us, not a colleague or friend at work.*
- A previous employer, or someone with a senior role who can vouch for you.

DBS check

This position will require us to carry out a Disclosure & Barring Service check.

Data Protection

By law, we have to let you know that we keep the personal information about you that you put in a job application. When you sign and send an application in, we take this to mean that you are giving us permission to keep it, and to use it to get in touch with you, if we find a job we think would suit you in the following six months. A copy of our privacy policy is attached.

Your views

We're happy to hear from you. We want to improve our recruitment, so please do let us know what you think about the process.

Tips for the interview

If you are successful in being offered an interview then the following information may be of value to you.

- Be yourself - act naturally;
- Try to relax and ask for water if you need it;
- Don't be afraid to take time to gather your thoughts and think of your best example to fit the question before speaking;
- It's OK to ask questions - remember it is a two-way conversation;
- It's also OK to ask the panel to repeat a question, or clarify your understanding for what you are being asked;
- If you are unsure about whether your example is what the panel was looking for, at the end of your response check with the panel that you have answered their questions;
- The panel will be busy taking notes during the interview and may not be able to maintain eye contact with you throughout the interview. Don't let that distract you or put you off. It's their job to get everything down so they have an accurate record of what you have said in the interview - it does not mean you are giving bad examples.