

Business Services Senior Coordinator		How demonstrated				
	ESSENTIAL					
		CV	Letter	Interview	Reference	Other
1.	Experience of coordinating day-to-day business services, operational processes and administrative systems, with effective follow-through on actions and deadlines.	X	X	X	X	
2.	Ability to line manage, support and motivate staff, coordinate workloads and build a collaborative, service-focused team culture.	X	X	X	X	
3.	Practical understanding of estates, facilities, maintenance, contractors and premises-related operational requirements.	X	X	X	X	
4.	Ability to organise scheduled Health & Safety checks, risk-assessment actions and accurate compliance records, escalating significant concerns appropriately.	X	X	X	X	
5.	Experience of coordinating administrative processes, maintaining confidential records and supporting routine activities.	X	X	X	X	
6.	Excellent organisational skills, with the ability to prioritise competing demands, work independently and respond flexibly to changing operational needs.	X	X	X	X	
7.	Ability to monitor contracts, suppliers, purchasing, renewals and routine expenditure within agreed delegated arrangements.	X	X	X	X	
8.	Ability to build effective working relationships and coordinate communication across teams, senior colleagues, suppliers and external stakeholders.		X	X	X	
9.	Excellent written and verbal communication skills, including preparing clear reports, meeting papers and operational updates.	X	X	X	X	
10.	Ability to collect, analyse and present accurate management information, track progress and identify risks, issues and opportunities for improvement.	X	X	X	X	
11.	Competence in digital office systems, document management, spreadsheets and maintaining accurate, accessible records, with due regard for data protection.	X	X	X	X	
12.	Commitment to the aims, values and Christian ethos of Nazarene Theological College, including dignity, respect and equal opportunities.		X	X	X	
	DESIRABLE					
13.	Experience of operational management or coordination in higher education, a charity or another similarly complex organisation.	X	X	X	X	



14.	Previous formal line-management experience, including oversight of staff performance and development.	X	X	X	X	
15.	Knowledge of student accommodation administration, HMO or landlord compliance and related maintenance processes.	X	X	X	X	
16.	Experience supporting policy-review schedules, institutional risk, business continuity, insurance or regulatory assurance processes.	X	X	X	X	
17.	Experience of budget monitoring, procurement, contract administration, supplier management or value-for-money initiatives.	X	X	X	X	
18.	Experience supporting environmental sustainability, energy efficiency, process improvement or campus development activities.		X	X	X	