

ST NICHOLAS COLE ABBEY

CENTRE FOR WORKPLACE MINISTRY

Victoria Talks Women's Minister

Salary: Voluntary agreement but expenses will be covered (travel, 121s)
Hours: 8 hours per week
Role duration: Initially one year (September 2025 - August 2026), with the possibility of extension, reviewed annually
Report to: Women's Minister (Sarah Quinlan)
Location: Working alongside existing team around the Victoria area

About us:

We are a young conservative evangelical church in the heart of the City of London, with a growing Sunday congregation, four midweek Bible-teaching ministries, and an excellent coffee shop. We exist to know Jesus and to make him known in the City and beyond, as we seek to reach the 500,000+ workers on our doorstep with the gospel. We have an exciting mission field!

Midweek, we run four lunchtime ministries across central London; the London Bridge Talks, Fleet Street Talks, Victoria Talks and St Nick's Talks, which have been running for between 2-27 years! The lunchtime talks are part of the Gospel at Work network. Christians are encouraged to join us each week: to stand with the gospel; to bring colleagues to hear the gospel; to grow as the Bible is taught; and to be equipped and encouraged to speak the gospel in their offices and beyond. We also run Partnership groups, CE, evangelism training, one-to-one Bible studies and evangelistic events for our midweek congregations. There's a lot going on!

Job description:

We are seeking a committed and capable voluntary Women's Minister to help with our Wednesday lunchtime Victoria Talks (VT). The role will include Bible-teaching ministry to women working in the Victoria area and administrative responsibilities linked to this ministry. The post-holder will be a valuable member of the staff team and their role will support women working in Victoria to know Jesus and make Jesus known in their workplaces. It is an exciting ministry to serve!

Opportunities in the role:

- To be trained in ministry.
- To attend monthly Tuesday afternoon St Helen's Bible Matters meetings; termly Gospel @ Work training events; annual staff training days; occasional teaching staff and staff meetings with the St Nick's staff team; conferences as appropriate.
- Growth in personal knowledge of God through training and teaching received by all members of staff.

- Increasing autonomy according to experience and aptitude – to run with ideas or to create and follow-through new ones.

Key areas of responsibility:

Support and ensure the smooth running of the Victoria Talks by:

- attending the VT each week, supporting ministry staff and speakers;
- assisting the ministry leader with setup and supplies;
- establishing communication with new attendees and contacts;
- communicating via email to VT partnership groups;
- arranging a suitable 'thank you' for visiting speakers;
- helping with guest events and one-off projects.

Assist the discipleship and training of women in the Victoria area by:

- preparing and leading / co-leading one weekly mixed or single-sex Partnership group of gospel partners from VT;
- reading the Bible with 2+ women on a weekly / fortnightly basis with the aim of equipping them to be missionaries in their workplaces and to love and serve Jesus and his people;
- meeting with other women from the VT network regularly (eg women who attend VT, a new contact from the lunchtime talk, or a member of a Partnership group);
- occasionally you may help to lead Christianity Explored in a workplace and disciple women afterwards.

Requirements:

Availability

- 8 hours per week with attendance at Victoria Talks on Wednesday lunchtimes (12 – 2pm) essential.
- Able to work flexible hours on various days to attend breakfast and lunchtime meetings as appropriate.

Skills and Experience

- An ability to teach the Bible and train others to teach the Bible (2 Timothy 2:2 and 15).
- Clear communication in spoken and written English.
- Strong planning and organisational skills.
- Computer literacy in word-processing, spreadsheets, databases and email.
- Strong interpersonal and teamworking skills.
- Able to handle sensitive information with discretion and maintain confidentiality.

Personal Attributes

- A keen desire to serve workers with the gospel and to encourage and equip Christian men and women in Victoria to make disciples in their workplaces (2 Corinthians 4:1–6; Ephesians 4:11–16; Matthew 28:18–20).
- Servant-hearted attitude in line with the Bible, sensitive to others' concerns and personal issues.

- Team player: works collaboratively with church leadership, staff and volunteers, fostering a sense of unity and shared mission.
- Honesty and integrity.
- Patience and courtesy with the partners and the general public.

Christian Character

- Personal Christian faith, trusting in Jesus alone for the forgiveness of sin and hope of eternal life.
- Conviction of the truth of God's word, the Bible, growing in understanding of and obedience to it.
- Concern for the salvation of the lost, seeking to make Jesus known.
- Godliness in line with the Bible, adorning the gospel in godly conduct, being gentle and showing perfect courtesy to all people and zealous for good works, which are excellent and profitable for people (Titus 2-3).
- Christian maturity, discerning ministry and pastoral sensitivities with wisdom and compassion.
- A heart for the mission of St Nick's Church and lunchtime ministries.
- A humble and servant-hearted attitude, with a willingness to learn and grow within the church's mission and structure.

It is important that the post holder is able to represent the mission and values of St Nick's in all aspects of the role and there is therefore an occupational requirement to be a mature, committed evangelical Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

How to Apply

If you are interested in applying for this position, please send a CV and cover letter to Susannah Williams, susannah@snca.co.uk. Applications for this position will be considered and reviewed on a rolling basis.

Any job offer will be subject to reference checks.