

JOB DESCRIPTION

Conference Administrator

November 2017

PURPOSE OF THE JOB

To enable the effective preparation for and implementation of the annual Kingdom Come Conference, whilst building for the long term, by exploring the development of similar events in the future, in collaboration with the leadership team.

EMPLOYMENT DETAILS

- Permanent contract
- Probationary period January-April 2018. Review post conference 2018.
- The job is based in the church office (working from home will be possible from time to time)
- The job is part-time, 25 days per annum. The hours are flexible, and are based around the workload needs (i.e. there will be significantly more hours and availability required in the run up to and during the event).
- The role reports directly to the Chanctonbury Churches Administrator, or in her absence to the Associate Vicar.
- The role requires occasional participation in the Chanctonbury Churches staff meetings.
- Rate of pay: £10.20 per hour

PERSON SPECIFICATION

1. Personal Skills and attributes required

It is a genuine occupational requirement that the post-holder is a committed Christian, with:

- Good administration skills (a sense of having the spiritual gift of administration (1 Cor. 12:28) is desirable);
- A good grasp of written English, including grammar and spelling;
- Good interpersonal skills in dealing with people by email and face to face;
- An ability to 'self-start', taking initiative, working flexibly, without necessarily needing others around, and being able to lead when required, at the same time as working well with others in a team context.
- Experience of event management is desirable;
- A willingness to grow personally and spiritually.

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2. Technical Skills

Essential:

- Computer literate and competent in the use of word processing, spreadsheet and database applications; preferably in the Microsoft Office suite of products;
- Competent and familiar with the Internet and email.
- Experience of “ChurchSuite”, Mailchimp and media interaction would also be an advantage.

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Responsibilities of the post include:

1. Being the main point of contact for all aspects of the Kingdom Come Conference.
2. Liaising with relevant people to ensure the various aspects of the event are delivered efficiently in accordance with what has been agreed. These include the following:
 - a. Organise and take minutes for the event planning meetings.
 - b. Create a plan of action for the event, liaising with the Church Administrator, the Associate Vicar and Chair of the Conference Leadership Team.
 - c. Work with the Conference Treasurer to put in place the event fee booking system, and oversee this process once it is in place.
 - d. Work with the Conference Treasurer to manage the overall conference budget.
 - e. Liaise with the Event Venue(s) to ensure it is properly booked and appropriate for the needs of the event.
 - f. Liaise with the Head of Production for the event.
 - g. Prepare the content for the event publicity and other leaflets, liaising with Chanctonbury Church’s designer to ensure delivery of these according to the agreed timetable
 - h. Liaise with the external conference speaker(s) and guests, as agreed, to ensure their travel, expenses, accommodation, etc are all provided.
 - i. Organise volunteer leaders for various event tasks needed (eg, car parking, refreshments, welcoming).
 - j. Oversee the payment of all costs relating to the event, liaising with the Treasurer as needed.
 - k. Liaise with event leaders to ensure relevant housekeeping needs are communicated to event delegates as needed during the event.
 - l. Carry out any other tasks as they arise during the planning or the event itself, that are reasonably within the scope of this role.

3. Provide regular updates to the Church Administrator, and the Planning Team, regarding progress during the planning of the event.
4. Ensure there is regular communication to the Chanctonbury Churches and Storrington Community Church about the events.
5. Provide a report after the event, capturing learning as to what went well, areas for improvement, etc.