

Chancetonbury



EVENTS COORDINATOR

Part Time

JOB DESCRIPTION

OUTLINE OF THE POST

The vision for this role is to enable the effective preparation and implementation of church events, and to allow the church to grow into the realisation of 2033.

This post will report to the Head of Operations and plays a central role in delivering all services and events across the church.

For '2033', please see: chanctonbury.org.uk/vision

KEY RESPONSIBILITIES

- To lead in the weekly management of Sunday and mid-week services ensuring team organisation, schedule and communications are delivered with excellence.
- Creating and printing weekly service sheets, collating key pieces of information.
- Forming orders of service on Planning Centre for Ashington, Washington and Wiston services.
- To work with the Office Administrator in the delivery of communications pertaining to events via email, social media, mail drops and website.
- To assist the Office Administrator with the management of the church calendar.
- To lead in the creation, development and on-site management of all church events (e.g. Youth Festival, Conferences, Church Weekends)
- To ensure events are produced with excellence and delivered seamlessly working closely with all stakeholders including but not limited to, kids, youth, worship, hosting teams as well as venues.
- To assist with the management of all event budgets and invoicing needs.
- To lead in the communications, set up and operation of all occasional office needs for the church (e.g. Weddings, Funerals, Baptisms, Christmas, Easter).
- Working closely with the clergy to represent the church to the wider community in the facilitation of key church services.
- To create pre and post event reports as and when needed for the senior team.
- To assist the Head of Operations with all other event-based tasks as needed.

KEY ATTRIBUTES

- A person committed to Jesus and with an evident relationship with Jesus.
- A person who is spiritually and emotionally mature.
- A person who can demonstrate their commitment to and alignment with the vision for '2033', which God has called Chanctonbury Church to.
- A person who readily presents themselves with a gift of administration (1 Cor 12:28).
- A self-starting solution-oriented person who thrives in getting the job done; and done to the highest standard.
- A person who is a good listener and communicator and able to relay that in both their written and spoken word, reflecting the vision God has called Chanctonbury Church to.
- A person who is proficient at multi-tasking and prioritising to reach deadlines in a timely manner.
- A person who can readily identify the end goal and work backwards to create and facilitate a successful series of events.
- A person who is flexible to respond to the needs of a church in pursuit of revival.

MINIMUM EXPERIENCE REQUIRED

- Excellent computer skills including the use of word processing, spreadsheets and a keen ability to learn new softwares and database management platforms.
- An excellent grasp of written English, including grammar and spelling.
- Experience of event management.
- Experience of ChurchSuite would be an advantage.

SALARY AND HOURS

- This role is part time (18 hours) and pays £10,000 per annum.
- This role allows for a mix of office based and home working as agreed with the Head of Operations.
- The scheduled working hours for this role are to be mutually agreed on in advance with the Head of Operations and maintained therewith, with flexibility required around key church event dates where hours may be significantly more and offset in the weeks following a key event.

CONTACT

Closing Date For Applications: 1 November 2020

Applications To:

Andrew White, Head of Operations
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Chanctonbury

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