

## **‘All for Jesus’**

### **Job Advert: CA and Event Coordinator**

In the heart of London’s West End, All Souls Langham Place is a conservative evangelical Anglican parish with a large and diverse congregation. Centred on All Souls Church, our ministries operate out of multiple locations around the parish. We want God to use our rich inheritance, our exciting location and our diverse membership in the extension of His Kingdom. This is reflected in our church vision: ‘All for Jesus’.

Having moved most of our worship and ministry activities online over the past year, we are now planning the restart of our live services and ministry activities in 2021. This is an incredibly exciting time for the church, as we look forward to seeing each other face to face, as well as keeping in touch with our new ‘Friends of All Souls’ who reach us digitally from around the world.

### **The role**

As part of the Admin Team working under the head of the Admin Team, the Database and Administration Manager, the CA and Event Coordinator has a key role looking after our team of Church Assistants. Our team of six Church Assistants are often in their first job after university or school and come to All Souls for a year to support church activities and learn about church ministry through placements with different ministries. The postholder will be responsible both for supervising their work life and supporting them pastorally and spiritually.

This is a hands-on role that requires the postholder to understand the practicalities of all types of event and, when required, attend events to support the CA team (though not act as Event Manager).

Alongside overseeing the CA team, and again with the support of the Database and Administration Manager, the postholder will oversee the booking of all events via our established booking process. This is the means by which the church allocates its space and resources fairly across internal and external users. The postholder will ensure excellent booking administration, and effective booking coordination and communication across ministries, parish charities and other stakeholders.

The postholder will also participate in and regularly lead weekly staff prayer and fellowship groups.

*(Please note this post will run for approx. 6 months without the Database and Administration Manager who is on maternity leave. The Director of Operations will provide interim support)*

## Person Specification:

Attribute	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>Graduate or equivalent relevant work experience and knowledge</li> </ul>	
Proven Skills	<ul style="list-style-type: none"> <li>Excellent administration skills</li> <li>Experience of team management</li> <li>Experience of developing and delivering staff training courses (to groups and one-to-one)</li> <li>Excellent overall IT and computer skills</li> <li>Excellent word processing skills</li> </ul>	<ul style="list-style-type: none"> <li>Use of ChurchInsight™ databases</li> <li>Experience of event management</li> <li>Experience of coaching/mentoring</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A Christian committed to the evangelical stance and mission of All Souls Church</li> <li>Excellent interpersonal skills</li> <li>Ability to communicate effectively both orally and in writing to people from a variety of cultural backgrounds</li> <li>Ability to communicate to large or small groups</li> <li>Excellent organisational and time management skills which demonstrate a structured approach with attention to detail, and an ability to prioritise and use initiative to balance the various demands of the job</li> <li>A hard worker with a servant-heart</li> <li>A customer service focus</li> <li>A flexible team player</li> </ul>	

## Key tasks:

### Church Assistant Coordination: (approx 17.5hrs p/w, seasonal variations)

- Day to day supervision and prayerful pastoral support of the CA team as it works shifts to provide event and buildings support day and evening seven days a week.
- Work closely with ministers and other event owners so that the CA team understands, via the booking process, the requirements for one-off and regular internal and external events.
- As part of events oversight (see below) set sustainable CA shift patterns and if necessary refuse booking requests. Ensure completion of rotas 1-2 months in advance. Forward planning is essential to make sure that CA availability and skills match up to venue, event, facilities and other regular CA tasks.
- Work closely with the buildings team (responsible for building fabric, repairs and maintenance) to ensure buildings related regular and one-off tasks are allocated to CAs appropriately. This may include attending out of hours emergency call-outs.

- Help develop and oversee both the practical and spiritual elements of the CA induction and training programme. Provide additional evening /weekend support and training to CA's in Sept/Oct as they learn regular events.
- Be part of the out of hours emergency phone contact rota for evening/weekend duty CAs and other staff members. Provide/organise shift cover at short notice where required.
- Ensure that CA placements, theological training and time with their mentors are guaranteed and that this time is not overtaken by other duties. Meet regularly with the mentors to pray and discuss team dynamics.

### **Event Coordination: (approx 17.5 hrs p/w, seasonal variations)**

- Develop an excellent understanding of regular events and all available event resources to provide effective support and assistance when needed.
- Receiving and managing all initial booking requests (via [events@allsouls.org](mailto:events@allsouls.org) or directly by booking forms in .Requests Google Drive folder)
- Assessing, with the cooperation of other team members and according to procedure, the viability of booking requests
- Accurate, timely and meticulous management of the booking forms, information and church calendar. The calendar must be kept up to date as it is the single source of information for staff and public about all forthcoming church activities
- Contact bookers to help resolve conflicting bookings
- Accurate and timely communication with those making booking requests
- To be the main point of contact for external clients
- Where required, subsequent communication with internal and external clients and church departments to ensure the event will run smoothly
- Plan and run the annual key dates meeting for all ministries and termly prep meetings
- Ensure event information is made available to everyone who requires it via the relevant booking form
- Training staff and external users on the booking process
- Along with other members of the staff team provide general support and backup for ministry activities during the year.

## Application Details:

*There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.*

*Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls*

Department:	Support
Team:	Admin
Salary:	£28571 pa, inclusive of London allowance
Location:	Normally in and around the parish of All Souls. <i>(Under current lockdown restrictions the role will be adjusted to reflect current lockdown conditions. All Souls is currently reviewing post-lockdown flexible working options)</i>
Reports to:	Database and Administration Manager
Hours:	Full time. Occasional evening and Saturday shifts as required
Annual Leave:	25 days plus bank holidays
Notice period:	3 months

For informal enquiries please email the Director of Operations on: [monty.erskine@allsouls.org](mailto:monty.erskine@allsouls.org)

**Application closing date:** Friday 19th February

**1st Interviews (Online):** Week commencing 22nd Feb

**2nd Interviews:** By arrangement

**Start Date:** As soon as available

**Completed Applications should include:**

- a. A completed application form
- b. A CV
- c. A covering letter explaining why the role is of interest to you and why you are suitable for the position

**Please submit completed application documentation together to: [recruitment@allsouls.org](mailto:recruitment@allsouls.org)**

*We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.*