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| **Job Profile**  **Job Title:** Business Relationship Executive  **Team:** Essential Event Management (EEM)  **Based:** Uckfield, East Sussex.  **About the team**  We are an enthusiastic team of highly motivated, skilled, and diligent event and media professionals who work year-round to deliver physical and online event management services, internally and for external clients.  Our team will   * strive in all aspects of our work to be positive, progressive, professional, proactive and productive * work with a solution finding attitude * collaborate and partner with other managers and stakeholders. * acknowledge with grace that everyone makes mistakes and admit our own, so that as a team, we can find resolutions together * serve clients with the principles of transparency, honesty, and professionalism * continually look for ways to build external relationships that benefit EEM and the wider Essential Christian organisation.   **Main Purpose of the Job**  To help enable business to business growth across the organisation, primarily within the EEM team. To maximise reach into the Christian, Charity and, to a lesser extent, the corporate event markets. Working with the Head of EEM as part of the business and strategy development team to recognise and act upon key event trends and actively look for sales and relationship opportunities that have a benefit to EEM or for the wider organisation.  **Position in the Organisation**   * Reporting to the Head of Project Delivery * Working closely with the wider management team to fulfil business needs * A member of the EEM team – focussing primarily on event delivery. * Working in collaboration with other stakeholders, as required   **Events**  Working for an event organisation will means serving on staff teams at multiple events throughout the year. This will involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for the ministry of Essential Christian. When working at events, whether physical or online, it may be necessary to work long hours, including weekends.  **Occupational Requirement**  This role holds an occupational requirement under the Equality Act for the post-holder to be a practising Christian, personally committed to and an active member of a church community. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian’s Ethos Statement, and life being led in accordance with the teaching of the Bible. |  | | Job Profile | |
| **Job Description**  **Key Duties and Responsibilities**  Work with the Head of EEM on:   * + Developing a full understanding of the vision and purposes of Essential Christian and in particular, the services provided by EEM   + Researching and developing business messaging   + Outbound messaging for EEM on websites and social media channels   + Outbound calling to potential clients and follow-up with new leads   + Input into business development strategy for the wider organisation   + Creating sales packs in collaboration with the marketing team   + Serving as an ambassador for Essential Christian, talking positively about our vision and purposes as a Christian organisation   Work with the Head of Project Delivery on:   * + Managing key accounts and event processes * Nurturing relationships with key clients and seeking to provide support to them in delivering and furthering their Christian ministry goals through EEM services   + Maintaining excellent communication and customer service with clients   + Attending regular team and client meetings, taking minutes as required   + Writing proposals   + Following up on website and social media enquiries   + Assisting in the planning of events and projects from conception to live delivery   + Ensuring that a critical path analysis is maintained for each event/project and that progress is measured against this on a regular basis   + Supporting the project delivery team in other aspects of work, as required   Involvement with the wider team   * Meeting with the wider staff team each week to share in a time of reflection from the Bible and to pray together in small groups. * Participating in occasional staff away days to focus on the Christian vision for our work and to help build our Christian vibe as a team * Attending monthly staff meetings to make sure we communicate well as a team and to   keep us on track with the Christian vision and purposes of Essential Christian   * Using the teaching of the Bible as the standard for healthy relationships at work, always seeking to speak positively and build others up with words of encouragement * Reflect biblical principles of leadership and service at all times |  | Job Description | |
| **Person Specification**  You will demonstrate the following essential criteria for this role:  **Christian Culture**   * committed, practising Christian * active and worshipping member of a Christian church community * commited to the core values of Essential Christian * willing to work within Essential Christian’s Ethos Statement   **Characte**r   * enthusiastic * outgoing * positive mindset * self-motivated * driven * team player * naturally gifted at buildling relationships   **Competency**   * confident communicator (written and verbal) * strong administrator with excellent organisational skills * 1-3 years’ proven business development experience * proficient in MS Word and Excel * workplace experience of websites and social media   **Capability**   * fluent in english * able to lift heavy equipment, such as flight cases and tech gear * holder of UK driving licence with access to vehicle insured for driving * living within a 60-minute commute of Uckfield * minimum age 23 for hire vehicle insurance purposes * willing to drive all vehicle types on a standard licence   You may also be able to demonstrate the following desireable requirements:  **Desireable Requirements**   * background in events or production * experience working with Christian events or organisations * experience of driving long-wheel based vans * current first aid at work certificate |  | Person Specification | |

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| A picture containing icon  Description automatically generated  **Terms & Conditions of Employment**  **Job Title:** Business Relationship Executive  **Contract Status:** Full-time, permanent  **Working Hours:** 40 hours per week (8 hours per day, Monday to Friday)  to include 1 hour paid lunch break each day.  Additional hours when preparing for and working away at events  **Location:** Hybrid working. Minimum of 2 days per week working from the  Office in Uckfield with 3 days per week working remotely  **Annual Leave:** 20 days per annum  + 8 Statutory Bank Holidays  + Recovery day for each 7 consecutive days worked at events    **Company Sick Pay:** 23 days per rolling 12-month calendar period  **Salary:** On application. Depending on experience.  **Workplace Pension:** Employer’s contribution of 4% of salary  Minimum employee’s contribution of 4% of salary    **Group Life Assurance:** Lump sum benefit of 2 times salary payable to next of kin,  In the event of death, subject to qualifying criteria  **Probationary period:** 3 months, with interim review at 1 month and 2 months  **Notice period:** 1 week, increasing to 1 month on satisfactory completion of  probationary period |  | Terms & Conditions of Employment |