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| **Job Profile****Job Title:** Project Coordinator (Events & Production)**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 deliver technical support, great communication and expertise, both internally for events organised by Essential Christian, and externally to clients whose events are contracted out to EEM. To maximise income generation by building relationships with clients and deliver excellence in all aspects of event management services**Position in the Organisation*** reporting to the Head of Project Delivery
* part of the project delivery team for EEM

**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 |

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| **Job Description****Key Duties and Responsibilities** **Events & Project Planning*** Support the project delivery team in the conceptualisation, planning and delivery of events and projects
* Formulate proposals, with a particular emphasis on technical delivery for clients
* Maintain and measure progress for each event/project against a critical path analysis
* Maintain and update databases
* Deliver excellent customer service
* Provide administrative support to the project delivery team in coordinating events/projects
* Arrange hire of vehicles and drivers, ensuring European Driving Regulations are met
* Collate and contribute to a written evaluation report for each event/project
* Attend and take minutes of de-brief meetings, and liaise with clients, post-event
* Meet with the full staff team each week to share in a time of reflection from the Bible and to pray together in small groups.
* Participate in occasional staff away days to focus on the Christian vision for our work and to help build our Christian vibe as a team
* Attend 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

 **Technical*** Assist in testing and prepping of technical equipment for events.
* Provide specialist technical support and advice to the project delivery team
* Take a lead role in prepping, setting-up and delivering technical provision for events

 **Relationships*** Represent all Essential Christian brands at events across the UK
* Use 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

 Serve as an ambassador for Essential Christian, talking positively about our vision and purposes as a Christian organisation* Attend regular team and client meetings, taking minutes as required.
* Develop relationships with new and existing clients, partners, freelancers and volunteers.
* Hold relationships with key clients and seek provide support to them in delivering and

furthering their Christian ministry goals* Assist in the development of new business opportunities.
* 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
* positive mindset
* self-motivated
* driven
* team player
* naturally gifted at buildling relationships

**Competency*** compmetent with tech
* confident communicator (written and verbal)
* strong administrator with excellent organisational skills
* critical thinker
* able to find solutions
* proficient in MS Word and Excel
* background in events or production

**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*** experience of driving long-wheel based vans
* experience working with Christian events or organisations
* 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:** Project Coordinator (Events & Production)**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:** 6 months, with interim review at 1 month and 3 months**Notice period:** 1 week, increasing to 1 month on satisfactory completion of  probationary period |  | Terms & Conditions of Employment |