

JOB VACANCY

Events Manager



ESSENTIAL
EVENT MANAGEMENT

Job Title: Events Manager

Responsible To: Head of Essential Event Management

Team: Essential Event Management

Main purpose of the job

To work under the direction of the Head of Essential Event Management in implementing a strategy to realise revenue growth through delivery of events for client organisations. To line-manage the project delivery team and grow the reputation of Essential Event Management as a market leader for online and physical event solutions.

Key duties and responsibilities

- Employ project management and monitoring techniques to manage event delivery and costs.
- Develop new and existing client relationships, understanding client's ministry and commercial goals in order to deliver event solutions that realise those objectives.
- Draft tenders and prepare formal contractual agreements.
- Prepare event plans, conduct and document health & safety risk assessments.
- Oversee and assign project tasks and event staffing allocation across the team, according to specialisms.
- Convene and chair regular project delivery team meetings.
- Take a lead in developing strong event health and safety practices.
- Oversee design and delivery of the exhibition and associated guest experiences at Spring Harvest, and assist in onsite delivery of retail outlets, including the EC bookshop.
- Assist in developing online event and registration processes that will grow a portfolio of online events.
- Serve as an ambassador for Essential Christian, talking positively about our vision and purposes as a Christian organisation.

Terms & Conditions

Location

Near Brighton, East Sussex TN22 1QG

Contract

Full-time, permanent

Hybrid Working

Min. 3 days per week in the office and 2 days per week working remotely

Working Hours

40 hours per week, including 1 hour for lunch each day, plus additional hours when working away at events.

Lieu Time

Rest & Recovery days given in lieu of weekends worked at events

Salary

£27.5k-£30k depending on experience

Pension

4% of salary (employer)
4% of salary (employee)

Benefits

Group Life Assurance

Holidays

25 days per annum plus Bank Holidays

Probationary Period

6 months, with interim reviews at 1 month and 3 months

Notice Period

1 week, increasing to 1 month on completion of probationary period.

Events

- Lead teams at events throughout the UK, including Spring Harvest.
- Take a lead in delivering event safety, exhibition management and delegate services on site.

Line Management Responsibilities

- Line-manage the project delivery team, holding regular team and one-to-one meetings, and manage work schedules to ensure deadlines are met.
- Reflect biblical principles of leadership and service.
- Create an open and professional environment where staff are empowered to make decisions and encouraged to provide feedback.
- Nurture team in their professional development and skill sets.
- Conduct regular performance reviews with key performance indicators that seek to bring ministry growth, revenue growth and personal growth to individual staff members.
- Ensure adequate staffing cover during peak conference and holiday seasons, authorising holiday requests and timesheets in accordance with company policy.

Involvement with the wider team

- Meet with the wider staff team each week to share in a time of reflection from the Bible and to pray together for the work of Essential Christian.
- Participate in occasional staff away days to focus on the Christian vision for our work and to help maintain our culture 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.
- 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.
- Respect biblical principles of leadership and service.

Person Specification

Character

- Positive attitude
- Self-motivated
- Team player
- Gifted at building relationships

Competency

- 3-5 years' experience in event management
- Proven people management skills
- Confident communicator (written & verbal)
- Proficient in MS Word & Excel
- Excellent organisational skills
- Critical thinker
- Solutions orientated
- Ability to juggle multiple deadlines

Criteria

- Fluent in English
- Committed, practising Christian
- UK driving licence holder
- Willing to drive all van types
- Living within 60-minute commute of Uckfield
- Min. age 23 (for vehicle insurance)
- Flexibility for working away at events (including some weekends)

Desirable

- Event Management Qualification
- Health & Safety Qualification
- Experience driving long-wheel based vans
- Christian events experience
- First aid at work certificate
- Working knowledge of online events platforms

Occupational Requirement

This role holds an occupational requirement under the Equality Act for the post-holder to be a practising and committed Christian, seeking to grow in their discipleship, and an active and regular worshipping member of a Christian church. The post-holder will be committed to the core values of Essential Christian and have an awareness of the Christian constituencies we seek to serve. 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.

Working at Events

Working for an event organisation will mean serving on staff teams throughout the year. This may involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for Essential Christian. Additional working hours will be required when preparing for and working away at events, including some weekends.

About us

Essential Christian is the umbrella organisation which runs Spring Harvest, Song Solutions, Essential Event Management and Essential Christian Resources.

Our team have pioneered in the Christian events and resources space, since before the start of the pandemic, successfully moving events from physical to online, or hybrid, and now back again, developing a pioneering new online events platform and launching a year-round streaming service for Christian teaching and resources.

It takes a team of innovative and dedicated individuals to deliver such transformation; a team driven by a passion for the vision of Essential Christian; to equip and resource the church and to see lives impacted by God.

Our Culture

Calling & Vision

Essential Christian's vision is to listen to the Church in the UK and to help equip the Church for action. Many of our team view their work as a "calling" rather than a job. We share a common desire to see lives changed by God. We're passionate about what we do.

Christian Faith

Our Christian faith is the motivation for our work. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those post-holders will be seeking to grow in their discipleship and be regular worshipping members, actively involved in serving within their local church. In roles without an occupational requirement, we are glad to welcome anyone who is entirely supportive of our Christian ethos and who is comfortable being fully integrated within our Christian culture.

Character

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

Prayer

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision-casting and decision-making and we remember to give thanks when we see Him answering our prayers.

Professionalism

We pride ourselves on working to professional standards, using key performance indicators to bring value to the ministry, growth to revenue and personal development to members of our team.

What our staff say

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say...

"I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for."

"I love working for EC because it gives me a chance to help others grow through their experiences of God and His church".

"There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually."

How to Apply

For further information and to download an application form, please visit www.essentialchristian.org
Applications should be sent to recruitment@essentialchristian.org

Essential Christian, 14 Horsted Square, Uckfield, East Sussex, TN22 1QG

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