

## Job Description

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| <b>Post:</b>           | Event Recruitment Administrator (part-time) |
| <b>Responsible To:</b> | Event Recruitment Manager                   |
| <b>Team:</b>           | Human Resources                             |

### Main Purpose of the Job

To support the Event Recruitment Manager in ensuring that best practice safeguarding processes are followed in the recruitment of all volunteers. To provide confidential administrative support in back-ground checking volunteers, and to assist in the accommodation allocation and team registration processes for Spring Harvest.

### Key Duties and Responsibilities

#### Spring Harvest

- Liaise with the Event Recruitment Manager to ascertain weekly action points.
- Chase outstanding reference requests by phone and update volunteer records on the database.
- Monitor incoming references to discern suitability of applicants for roles, with particular attention to safeguarding and Christian faith-based criteria.
- Monitor incoming DBS checks online, assist with queries and telephone volunteers to encourage them to submit their DBS applications.
- Assist in the accommodation allocation process for team members serving at Spring Harvest.
- Assist in the preparation of team badges and team welcome packs for Spring Harvest.
- Register team members on arrival at the event and assist in resolving accommodation queries.
- Participate in the reconciliation of team travel claims and assist in the data entry requirements for our team payments process.
- Maintain absolute confidentiality when handling sensitive personal information.
- Ensure safer recruitment processes are adhered to, and that safeguarding remains our highest priority.
- Report any matters of concern regarding suitability of applicants or safeguarding to the Head of HR.
- Undertake training course in Safer Recruitment with our professional safeguarding advisors Thirtyone:eight.
- Assist with other administrative tasks as required, especially in relation to preparations for Spring Harvest.

#### Spring Harvest Holidays

- Issue online registration forms to those enquiring about volunteer roles (Animateur and Bénévole)
- Support the Spring Harvest Holidays team at Le Pas Opton in processing applications
- Monitor DBS applications and chase reference requests via phone.
- Ensure recruitment deadlines are met
- Maintain regular communication with the team at Le Pas Opton.

#### Relationships

- Serve as an ambassador for Essential Christian, talking positively about our vision and purposes as a Christian organisation.
- Attend regular team meetings
- Develop relationships with Team Leaders to ensure good communication on all volunteer recruitment matters.
- Maintain professional standards in relationships within the workplace, always seeking to speak positively and build others up with words of encouragement.

## **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

## **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 means serving on the staff team at Spring Harvest and occasionally at other events 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.

## **Our Culture**

### **Calling & Vision**

Our small staff team of innovative and dedicated individuals are passionate about seeing lives transformed by Jesus. Together, we create music, content and events that change lives and help build a better world.

### **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 answer our prayers.

### **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.

### **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.

## Person Specification

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|---------------------|--|
| <b>Character:</b>   | <ul style="list-style-type: none"> <li>• Warm personality</li> <li>• Diligent</li> <li>• Patient</li> <li>• Discreet</li> <li>• Self-motivated</li> <li>• Team Player</li> <li>• Teachable</li> </ul>  |
| <b>Competency:</b>  | <ul style="list-style-type: none"> <li>• Strong administrator</li> <li>• Confident on the telephone</li> <li>• Good attention to detail</li> <li>• Experience in using databases</li> <li>• Excellent keyboard skills (typing)</li> <li>• Familiarity with Microsoft Office</li> <li>• Capacity for high volume of work</li> </ul> |
| <b>Eligibility:</b> | <ul style="list-style-type: none"> <li>• Fluent in English (written and verbal)</li> <li>• Living within 60-minute commute of Uckfield</li> <li>• Committed and practising Christian</li> </ul>  |
| <b>Desirable:</b>   | <ul style="list-style-type: none"> <li>• Training in safer recruitment and/or safeguarding</li> <li>• Experience in a professional safeguarding role</li> <li>• Experience in volunteer recruitment or volunteer management</li> <li>• Familiarity with the Spring Harvest event</li> </ul>  |

## Terms & Conditions of Employment

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|-----------------------------|--|
| <b>Location:</b>            | Uckfield, East Sussex TN22 1QG   |
| <b>Contract:</b>            | Part-time, permanent   |
| <b>Working Hours:</b>       | <p>The contract provides for the following hours:</p> <ul style="list-style-type: none"> <li>• 25 hours per week from September to April (ideally to be worked 5 hours per day, Monday to Friday with 30 minutes each day for lunch). Attendance at the office on minimum of 3 days per week, remote working 2 days per week.</li> <li>• 10 hours per week from May to August (ideally to be worked 5 hours on two mid-week days, with 30 minutes each day for lunch). Attendance at the office 2 days per week.</li> </ul> <p>Additional hours when working away at events.</p> |
| <b>Lieu Time:</b>           | Rest & recovery days given in lieu of weekends spent working at events   |
| <b>Salary:</b>              | £25,000 per annum, pro rata (£12,466 per annum for annualised hours)   |
| <b>Pension:</b>             | Employer's contribution: 4% of salary<br>Employee's contribution: 4% of salary   |
| <b>Benefits:</b>            | Group Life Assurance   |
| <b>Holidays:</b>            | 28 days per annum, pro rata, including Bank Holidays   |
| <b>Probationary Period:</b> | 6 months, with interim review at 1 month and 3 months  |
| <b>Notice Period:</b>       | 1 week, increasing to 1 month on completion of probationary period   |
| <b>References:</b>          | Employment will be subject to satisfactory references being obtained   |
| <b>Strengthsfinder:</b>     | As part of our on-boarding process a Strengthsfinder profile survey will be required.  |

## What our Staff Say about working for Essential Christian

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

Please visit [www.essentialchristian.org/careers](http://www.essentialchristian.org/careers) where you will find a downloadable application form. This should be completed and submitted to [recruitment@essentialchristian.org](mailto:recruitment@essentialchristian.org) by Wednesday 6<sup>th</sup> November 2024.

Interviews will be held at our offices in Uckfield on Wednesday 12<sup>th</sup> November 2024.