

Job Description

Post:	Event Administration (Kids & Youth Programme)
Location:	Essential Christian Head Office, 14 Horsted Square, Uckfield, East Sussex. TN22 1QG Occasional home working
Contract:	Part-time (24-25 hours per week)
Reporting to:	Head of Spring Harvest
Team:	Spring Harvest

Purpose of the Team

Our Spring Harvest Head Office team facilitate the development and delivery of an innovative, relevant theme-driven Christian event, that increases the influence and range of Spring Harvest's ministry throughout the UK. The team invite and inform Programme Leaders, Speakers and other content providers, as instructed and approved by the Spring Harvest Planning Group (SHPG), and work closely with internal departments to convey pertinent information and requirements that will ensure the smooth running of the event.

Main purpose of the job

To work under the direction of the Head of Spring Harvest in coordinating the Kids, All-age, Youth, Young Adult, Creative, Sports and After Hours programmes at Spring Harvest.

Key Duties and responsibilities

Kids, All Age, Youth, Young Adult, Creative and Sports, Programme

- Contribute to weekly internal meetings of the Spring Harvest office team
- Keep abreast of kids and youth programme activities offered by other Christian events to ensure Spring Harvest's ministry remains relevant, innovative and at the cutting edge.
- Advocate for the Kids's and Youth ministry at Spring Harvest in different settings, as the opportunity arises
- Issue initial invitations to key team members, following agreement from SHPG.
- Liaise and build relationship with Programme Leaders throughout the year, feeding back to SH Head Office team and SHPG as appropriate.
- Liaise with Programme Leaders over team sizes and initial invites for other invited team members.
- Participate in discussions around biblical/theological programme content.
- Provide initial outline of theme content to Programme Leaders ahead of the annual Team Prep Day
- Prepare materials and issue invitations for Team Prep Day
- Facilitate and attend planning and debrief meetings with external Team members (physical and online)
- Oversee production of printed materials for the kids programmes
- Review and prepare handbooks, and briefing documents for Programme Leaders and ELT
- Monitor booking figures to forecast adult:child ratio requirements and team sizes
- Oversee online registration system for kids and youth programmes in liaison with the I.T. team
- Maintain inventory of event equipment in storage both on site and locally to the office
- Prepare Programme Leaders resource boxes with relevant materials for site

After Hours & Creative programme

- Coordinate planning and delivery of a varied and creative After-Hours Programme
- Invite artists and musicians for After Hours programme, following discussion with SHPG
- Issue contractual agreements for After Hours programme in liaison with the Head of HR

General

- Operate within the designated budget for all programme areas
- Update and accurately maintain a database of team information (Events Air)
- Liaise with the Head of HR to ensure compliance with safer recruitment and safeguarding policies
- Liaise with Creative Coordinator over all creative aspects of the programme
- Liaise with the EEM team to ensure technical requests are fulfilled
- Meet regularly, one-to-one, with Head of Spring Harvest to feedback progress and address any concerns.
- Input into discussions around other elements of the event (eg. celebrations, workshops, adult programme)

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 bi-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 at other occasional events during the year, as required. 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

Christian Faith

Our Christian faith is the motivation for everything that we do. 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 actively involved in serving and regular worshipping members of a local Christian church.

Calling & Vision

Essential Christian impacts lives and builds a better world through music, events and content, driven by our encounter with the living Lord Jesus whose presence shapes our mission of worship, discipleship, justice and service. We share a common desire to see lives changed by God. We're passionate about what we do.

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.

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 our own bespoke Flourish Programme to bring value to the ministry, growth to revenue and personal development to members of our team.

Person Specification

Character:	• Collaborative team player • Gifted at building relationships • Positive mindset • Self-motivated • Compassionate • Adaptable • Strong sense of responsibility
Competency:	• Excellent administrator with strong organisational skills • Effective communicator • Good attention to detail • Numeracy skills for managing budgets • Proficient in MS Word & Excel and database work • Some experience of children's or youth work in a church or Christian event setting
Essential:	• Fluent in English • Right to work in the UK • UK driving licence holder • Living within 60-minute commute of Uckfield • Able to work at 2- 3 days per week from the office in Uckfield • Ability to work away at Spring Harvest for upto 2 consecutive weeks per annum
Desirable:	• Experience of working at a major Christian event • Training in basic safeguarding • First aid at work certified • Previous experience of the Spring Harvest, ideally as a Team member

Terms & Conditions of Employment

Location:	Uckfield, East Sussex. TN22 1QG
Contract:	Part-time, permanent.
Working Hours:	24-25 hours per week, including 1 hour for lunch each day, plus additional hours when working away at events
Hybrid Working:	Flexible hybrid working. 24hpw (3dpw contract) = 2 days in the office / 1 day working from home 25hpw (5 part-time dpw contract) = 3 days in the office / 2 days working from home.
Lieu Time:	Rest & recovery days given in lieu of weekends spent working at events
Salary:	£16,875 - £17,812 per annum based on a 25 hour week, depending on experience (Full time equivalent salary £27,000 - £28,500 per annum)
Pension:	Employer's contribution: 4% of salary Employee's contribution: 4% of salary
Benefits:	Group Life Assurance
Holidays:	28 days per annum, pro rata, including Bank Holidays
Probationary Period:	3 months, with interim review at 1 month and 2 months
Notice Period:	1 week, increasing to 1 month on completion of probationary period