

# Events Co-ordinator

## Job Description

January 2022

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**Job Title:** Events Co-ordinator

**Purpose:** Assist in the planning and delivery of National Vineyard Conferences

**Reporting to:** Operations Manager

**Terms:** Part time position on a one year fixed term contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** £20,697 pro rata (£12,407 per annum)

**Location:** The normal place of work will be Trent Vineyard, Lenton Lane, Nottingham, NG7 2PX

### Overall Responsibilities

This role sits within the National Events Team for Vineyard Churches UK and Ireland. The post holder will assist in the planning and delivery of National Vineyard Conferences ie National Leaders' Conference, Cause To Live For (18s, 20s and 30s) and Dreaming The Impossible (12 – 18s).

### **National Vineyard Conferences project planning and delivery**

- Assist where required to set up other VCUKI conferences in agreement with Operations Manager – responsibilities may include eg. setting up event in Ti.to, arranging catering or hiring of facilities
- Assist in the delivery of the conferences in accordance with the vision and values of Vineyard Churches to maintain a high standard and to see to every aspect and detail that ensures the event is successful and adheres to health and safety requirements
- Lead in aspects of event operations administration for a conference as directed by the Operations Manager
- Conference organisation and administration duties may include but not limited to:
  - Manage ticket bookings
  - Practical organisation of the venue and teams
  - Make accommodation and travel arrangements
  - Recruit, organise and mobilise teams of volunteers and staff
  - Manage conference finances
  - Obtain catering quotes
  - Obtain venue hire quotes
- Ensure budgets for each event are kept up to date and all expenses are kept within the budget. All concerns will be raised to the Operations Manager
- Plan and undertake necessary conference follow up and evaluation - always aim to innovatively improve the next event where required
- Handle all enquiries into NET team effectively and with a professional manner

### **Further the delivery of our vision to 'Extend God's Kingdom together, everywhere in every way' through National events**

- Be flexible as the job changes, taking on new areas of responsibility at the request of your line manager and relinquishing other roles as the staff team develops and responsibilities change.
- Attend relevant meetings, events and training as required
- Comply with VCUKI policies and procedures
- Assist VCUKI with additional administration support when necessary
- Maintain a good working relationship with church members, staff and with other vineyard churches