DTI Operations Coordinator

Job Description

November 2026

Job Title: DTI Operations Coordinator

Purpose: Lead in the planning and delivery of Dreaming the Impossible Youth Festival

Reporting to: Operations Manager

Terms: Full-time position (4 days will be considered) on a permanent contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment).

Salary: £35,207 - £40,644 per annum depending on experience

Location: The normal place of work will be Trent Vineyard, Lenton Lane, Nottingham, NG7 2PX. The events will be at varying locations throughout the UK.

Overall Responsibilities

This role sits within the National Events Team (NET) for Vineyard Churches UK and Ireland (VCUKI). The post holder will coordinate and lead the planning and delivery of Dreaming the Impossible (DTI) youth festival and other DTI events (for ages 12-18 yrs). They will also assist the VCUKI National Events Coordinator in the delivery of our other National Vineyard Conferences i.e. Vineyard Leaders' Conference, Cause To Live For (young adults), and other events that VCUKI ask to be organised.

National Vineyard Conferences project planning and delivery

- Manage end to end delivery of DTI event operations as directed by the Operations Manager. At times, you will be required to deputise for the Operations Manager.
- Deliver the Festival and all DTI events 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

- Festival organisation and administration duties will include but are not limited to:
    - Plan and lead on the physical infrastructure of DTI festival
    - Manage and lead liaison with suppliers and negotiate contracts and costs
    - Lead the DTI Ops team in planning and running DTI, keeping the Operations Manager informed
    - Provide line management to a team of National Event Team assistants
    - Ensure every venue at DTI has all the infrastructure it requires
    - Lead on the on-site delivery of DTI events
    - Clear communication with varied stakeholders, suppliers and contractors
    - Troubleshoot issues in real time with a proactive & solution focussed approach
    - Lead on health & safety provision and risk assessments for the events keeping up to date with new laws and legislation that may affect the delivery
    - Oversee recruitment of volunteer team & delegate logistics inc ticketing system and on site experience
    - Any other activities that are asked of the team for each event
- Manage the budget for each DTI event and remain within budget. All concerns will be raised to the Operations Manager
- Plan and undertake necessary DTI festival follow-up and evaluation - always aim to innovatively improve the next event where possible
- Handle all enquiries to the NET team effectively and professionally
- Attendance is required at all live on site events. This will involve long hours. TOIL will be provided.

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.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the National Events Team. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.