



**The Diocese of  
Southwark**

## Events Co-ordinator

## Job Information Pack

*Closing date: 18<sup>th</sup> January 2022*

*Interviews: 31<sup>st</sup> January 2022*





# The Diocese of Southwark

## Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

## JOB DESCRIPTION

**Job Title:** Events Co-ordinator

**Reporting To:** Diocesan Project Co-ordinator

**Working Hours:** 21 hours per week (one day of which must be a Thursday until 6pm for project meetings)

**Job Purpose:** We are looking for an experienced, enthusiastic and motivated Events Coordinator to join our Planning Team in organising a three-day hybrid diocesan conference that will take place in September 2022. This will be a large-scale conference with potentially 1000+ attendees consisting of Clergy and Lay leaders in the Diocese of Southwark.

Working closely with the Diocesan Project Co-ordinator and the Conference Lead you will undertake the end-to-end logistical planning for our three-day hybrid conference as well as be responsible for venue liaison, supplier liaison (AV, Catering, Photography), overseeing delegate registration, exhibitor liaison, sponsor liaison, on-site event co-ordination including venue arrangement, room allocation, coordinating the evening social and leading on post event evaluation.

**Key Relationships:** Diocesan Project Co-ordinator  
Director of Mission/Canon Missioner (Conference Lead)

### Detailed Duties:

- Working with the Conference Lead and Planning Team to design and implement a detailed event day schedule (including the pre-event day), coordinating the activities of all departments/teams to ensure smooth running on the day

- Coordinating and overseeing Conference rehearsals
- Working with the venue and the Planning Team to allocate seminar rooms ensuring maximum and appropriate use of the building is achieved.
- Liaising with the venue and other agencies to ensure hospitality and venue design needs are met
- Contributing to the recruitment, training, and briefing of conference stewards/volunteers
- Coordinating the conference exhibition including booking varied exhibitors and coordinating their arrival times, locations, and requirements etc
- Overseeing the delegate registration process, ensuring the registration page is set up correctly, monitoring responses, following up non responders and sending reminder emails
- Liaising with invited speakers, guests and vendors providing timely updates as needed.
- Coordinating the virtual element of the conference including setting up the Zoom meetings & webinar, organising demonstrations for speakers and users, creating troubleshooting guides and maximising the hybrid feel for those online
- Undertaking administrative tasks including answering conference related queries, contributing to preparing funding applications, ensuring deposits and invoices are paid in a timely manner, collating, and distributing delegate packs and providing administrative support to the Conference Planning Team as required
- Attending conference planning meetings with internal and external partners, taking notes, and following up on tasks
- Contributing to event evaluation and assisting with post event thanks to attendees and vendors
- Providing project and pro-active support to other members of the conference planning team where required and keeping everyone up to date on plans and progress
- Any other event related tasks.

### **Health and Safety** (include any specific requirements relevant to the job)

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

### **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

### **Confidentiality**

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

### **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

## Person Specification

### Required

- Minimum of 1 year's experience in planning, coordinating, and delivering events
- To work as a member of a team and a self starter
- Experience working with various stakeholders
- Confident and friendly manner
- Excellent oral and written communication skills
- Ability to put forward ideas in a coherent and clear manner
- Able to manage multiple tasks and successfully prioritise and organise the workload
- Proficient in MS office particularly Excel
- Confident working with online platforms such as Zoom, Eventbrite
- Highly motivated and organised with excellent attention to detail
- Adaptable and flexible approach to work with a positive "can do" attitude
- The post holder must be available to work between 15<sup>th</sup> August 2022 to 9<sup>th</sup> September 2022.

### Desirable

- Qualification in Hospitality Management, or relevant field
- Experience of planning or coordinating hybrid events and/or corporate or large-scale events

### Our Values

**Effective Stewardship of resources**  
**Respect for all**

**Collaborative Team Working**  
**Transparent Accountability**

## DIOCESE OF SOUTHWARK

**Events Coordinator**  
Part time 21 Hours

### Outline terms and conditions

#### Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### Normal Place of Work

Your normal place of work will be Trinity House.

#### Salary

The post has the salary range of £25 - £27K per annum (pro rata), inclusive of London Weighting, depending on experience (when a range is included)

#### Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### Hours of work

21 hours per week, Monday - Friday

Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

#### Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

#### Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

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**Collaborative Team Working**  
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## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance.
- to increase the number of worshipping communities.
- to grow our financial resource base to allow investment in growth for the future.
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2018 ministers carried out 2,720 funerals, 680 weddings and 3,170 baptisms. Surveys indicate that 96% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks. This is compared with a national figure of 80%. During the same time frame, 70% of Southwark churches ran at least on social action project against 49% nationally.

### The Diocese of Southwark serves...



2.8 million people



in the 16 local authorities  
of South London &  
East Surrey



through 356 places of  
worship — a Church of  
England presence in  
every community



and 106 church schools  
educating more than  
37,000 young people



As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

### **Trinity House and the Area Offices**

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.



**SOUTHWARK VISION 2017 -2025  
HEARTS ON FIRE with a Vision for Growth;  
Walking, Welcoming, Growing.**

**Diocesan Staff Values**

Effective Stewardship of resources  
Collaborative Team Working  
Respect for all  
Transparent Accountability

**DIOCESAN STAFF PURPOSE**

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

**DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.