

Job Description

Job Title:	Special Events Assistant
Department:	Events
Hours:	Part time, 3 days or 21 hours per week
Salary:	£17,500 per annum (£29,168 FTE)
Term:	Fixed Term – 12 months

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This role provides essential administrative support in the planning and delivery of special services and events within the Cathedral including high profile and Diocesan services, fundraising and other non-corporate events, such as exhibitions, social events and receptions. The role will also administer the wider Cathedral diary using the Artifax Event diary management system.

Main Duties

Special Services, Events & Projects

- a) Supporting the Deputy Events Managers in the administration of certain special services and events e.g. taking minutes, producing tickets, seating labels, invitations, booking first aid.
- b) Considering the different activities that need to be undertaken to deliver each of the relevant special events and services and producing events sheets / worksheets or other documents to capture that detail.
- c) Co-ordinating hospitality events in the Crypt or in Chapter House as required.
- d) As requested, oversee event set-ups and attend weekday events taking place across the Cathedral and Chapter House as required (including those that occasionally take place in the evening), to ensure events run smoothly.
- e) Support events run by internal departments.
- f) Prepare post special event notes, filing worksheets and reports for future reference.
- g) Manage the administration for significant Cathedral operations.

Diary Management

- a) Manage the Cathedral diary; entering and amending bookings; checking existing bookings are accurate and up to date; looking at the forward diary on a regular basis to ensure smooth operations.
- b) Prepare and distribute diary reports, guided tour reports; and other event reports as required.
- c) Update the cathedral website calendar to ensure all regular services, are noted and up to date. Liaise with the Marketing and Communications team to highlight amendments or additions of special services and events.

Person Specification

- Experience in a busy office with a high throughput, strict deadlines and high standards for output
- Ability to plan and prioritise work and handle a wide range of work simultaneously
- Excellent attention to detail
- Confident, clear and effective communication skills both written and verbal, in person and over the phone
- Initiative, confidence and judgement to be able to work autonomously

- A good team worker, able to build strong and effective working relationships with a diverse range of people internally and externally
- Experience of using Artifax or other comparable diary management software
- Proficient in Microsoft Word, Excel, Outlook
- Flexible and adaptable, and willing to work pre-planned unsociable hours, including occasional late nights
- Able to quickly acquire a good knowledge of Cathedral procedures and of the way events and services unfold in the Cathedral

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.