

# Events Manager



## Job Description

Looking for an opportunity to use your gifts as part of the Keswick Ministries team?

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in his world. Our three priorities are hearing God's Word, becoming like God's Son, and serving God's mission.

We are looking for a capable, self-motivated and organised person, to join our growing team and to lead the co-ordination and delivery of events at the Pencil Factory.

Working with our Facilities Team to ensure customer agreements are clear and deliverable, and that our venue space is suitable and ready.

### Key details

**Role Title:** Events Manager

**Role Type:** Permanent fulltime 37.5 hours per week, including evenings and weekends as required to accommodate clients and bookings.

**Location:** Based in Keswick (The normal working pattern: staff work in the Keswick office Tuesday to Thursday, and from home Monday and Friday. But this role will require on-site presence whenever events are in progress)

**Salary:** £30-35k pa dependent on experience. Plus, Auto-Enrolment pension with 8% employer contribution and Salary Sacrifice option.

**Start Date:** Preferably by 1<sup>st</sup> October.

**Application deadline:** Close of business, Monday 5<sup>th</sup> August.

**Interviews:** w/c 12<sup>th</sup> August in Keswick.

**How to apply:** Please email your CV, completed application form and a covering letter outlining what you would bring to the role to [Jobs@keswickministries.org](mailto:Jobs@keswickministries.org). Please also provide the names of two referees, at least one of whom could be contacted ahead of short-listing.

### The main responsibilities of the role include:

#### Event Management:

Within the context of the levels of events described further below:

- Produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
- Manage and coordinate suppliers and all event logistics (for example, venue, catering, travel)
- Where appropriate support organising guest speakers and delegate packs
- Manage and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- Ensure facilities for car parking, and other support services as required by the event
- Ensure that insurance, legal, health and safety obligations are followed
- Oversee the dismantling and removal of the event and clear the venue efficiently
- Produce post-event evaluation to inform future events
- Research opportunities for new clients and events.
- Sharing relevant info on Pencil Factory social media to promote the venue and events.

*[Level 0] They book and organize :: all types of clients*

*[Level 1] We facilitate :: other ministries using our space*

*[Level 2] We partner :: with other ministries*

*[Level 3] We lead :: our events, our people*

#### **Customer and Booking Liaison:**

- Hosting site visits - flexible to accommodate client's needs.
- Phone / email communication to assess event needs.
- Producing event / hire quotes using pricing structure, to be approved by line manager.
- Communicating and agreeing pricing with client and following up with booking form / deposit invoice to secure booking.
- Managing staff to steward and service events.

#### **Event Co-ordination:**

- Co-ordinating and scheduling room setup requirements working with the Facilities Team, and signing off completion.
- Pre-event checks of venue / car parks / access.
- Opening Site / Meeting Client / Communicating Fire, Safety and Site Procedures to Client.
- Hosting or organising Catering / refreshments.
- Conducting site closure procedure.
- Recording and submitting maintenance requests to the Facilities Team when extra maintenance and cleaning tasks are required.



- Managing client feedback process to ensure continuous improvement and reviewing events internally with Facilities Team.

### Person Specification:

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Previous experience working in event management and customer service.
- Confident user of Microsoft Office software, particularly Excel.
- Excellent organisational and planning skills and the ability to handle deadlines against changing / conflicting priorities.
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.
- Ability to deal with all types of customers.
- Excellent communication skills, written, verbal and oral. An ability to communicate in a way that is gospel-focused and grace-driven, whilst delivering business needs.

