



Keswick Ministries Events Manager

Candidate Pack

March 2025



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**Keswick
Ministries**



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Introduction



Note from the CEO

Keswick Ministries occupies a unique place in the landscape of British evangelicalism. The historic convention, known for heart-changing Bible teaching and inter-generational approach, is for many the highlight of their year. Christians from different churches and backgrounds come together to be refreshed through God's Word, to see and savour Jesus, and be sent out to live for him in all of life. In an increasingly fragmented church context, the beauty of Keswick Ministries is this unity in the gospel for the glory of Christ.

We are blessed with an excellent home in the Pencil Factory and now have an extended campus of buildings and land in one of the most beautiful parts of the world. As we look to the future therefore, we long to both steward the resources God has given us and develop them to their full potential. We want to be a trusted brand for external hires and maximise our ministry potential for God's kingdom.

We're looking for a passionate Events Manager to join Keswick Ministries. You'll lead events at The Pencil Factory, working with the Site Team to plan, coordinate, and ensure everything runs smoothly. If you're organised, love Jesus and are passionate about events, then I look forward to meeting you.

In Christ,

Mark Ellis, CEO



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About us



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About Us

Introduction and context

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in His world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world. At the centre of what we do is the Keswick Convention, begun in 1875. The Convention draws more than 12,000 Christians, including almost 3000 children and youth, from across the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in his world.

We are at an exciting period in Keswick Ministries' history. Having completed the Derwent Project, we are now using the Pencil Factory as host for the Convention, bringing all our activities together in one location. It has also provided us with a base from which to deliver our year-round ministry of inspiring, equipping, Bible-centred teaching and training events that focuses on 'whole of life' discipleship. And alongside that a venue that is available to hire and provide a fantastic location for conference, concerts, and church events.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We also are a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

Mark Ellis took on leadership as CEO of Keswick Ministries in the summer of 2023, and Mike Causey as Director of Business Operations in the summer of 2024, and we are therefore at a moment of refreshing our vision and clarifying our strategy under new leadership.



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About Us

Our priorities

There are three fundamental priorities which shape all we do as we look to serve the local church.

Hearing God's Word

The Scriptures are the foundation for the church's life, growth and mission, and Keswick Ministries is committed to preach and teach God's Word in a way which is faithful to Scripture and relevant to Christians of all ages and backgrounds.

Becoming like God's Son

From its earliest days the Keswick movement has encouraged Christians to live godly lives in the power of the Spirit, to grow in Christ-likeness and to live under his Lordship in every area of life. This is God's will for his people in every culture and generation.

Serving God's Mission

The authentic response to God's Word is obedience to his mission, and the inevitable result of Christ-likeness is sacrificial service. Keswick Ministries seeks to encourage committed discipleship in family life, work and society, and energetic engagement in the cause of world mission.

It's great to part of a team that is thriving and growing, and part of something that has been going for 150 years to serve the church, and looking ahead to the next years. We work in a beautiful place, and love to put on a convention that has such significance in the lives and generations of so many people.

Emma (Head of Ministry Operations)

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About Us

Our story

It begins in 1875 with the first Convention, held on the vicarage lawn of St. John's Church in Keswick, in England's Lake District. Since 1875, the Convention has brought Christians together from across denominations under the banner: 'All one in Christ Jesus' (Gal 3:28). They have seen their lives transformed as they sat under God's Word, and they have gone out to love and live for Christ across the UK and the world.

Keswick Convention

The Convention attracts some 12,000 Christians from the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in the world. It caters for children of all ages and has a strong youth and young adult programme. And it all takes place in the beautiful Lake District – a perfect setting for rest, recreation and refreshment.

Keswick Fellowship

For over 140 years the work of Keswick has impacted churches worldwide, not just through individuals being changed but through Bible Conventions that originate or draw their inspiration from the Keswick Convention. Today, there is network of events that share Keswick Ministries' priorities across the UK and in many parts of Europe, Asia, North America, Australia, Africa and the Caribbean. Keswick Ministries is committed to strengthen the network in the UK and beyond, through prayer, news and cooperative activity.

Keswick Teaching and Training

Keswick Ministries is developing a range of inspiring, equipping, Bible-centred teaching and training that focuses on 'whole of life' discipleship. This builds on the same concern that started the Convention, that all Christians live godly lives in the power of the Spirit in all spheres of life in God's world. Some of the events focus on equipping. They are smaller and more intensive. Others focus on inspiring. Some are for pastors, others for those in other forms of church leadership, while others are for any Christian. All courses aim to see participants return home refreshed to serve.

Keswick Resources

Keswick Ministries produces a range of books and booklets and digital resources to inspire and equip Christians to live for Christ. The printed resources focus on the core foundations of Christian life and mission and help Christians in their walk with Christ. The digital resources make teaching and sung worship from the Keswick Convention available in a variety of ways.

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About Us



Our values

Keswick Ministries' values shape who we are, what we do, and how we do what we do. They are not imposed. We believe they describe us. They are fundamental to our identity – a bit like DNA.

Over and above everything is CHRIST – dependent on him, listening to him, seeking to be like him, in his name, making him known, for his glory.

We exist to inspire and equip Christians to love and live for Christ in His world.



COMMITMENT

Passionately committed to the ministry, and professional



HUMILITY

Dependent on God, listening to one another



RESPECT

Valuing every person as made in God's image



INTEGRITY

Trustworthy and truthful



STEWARDSHIP

Guarding the Gospel and wisely using the resources entrusted to us



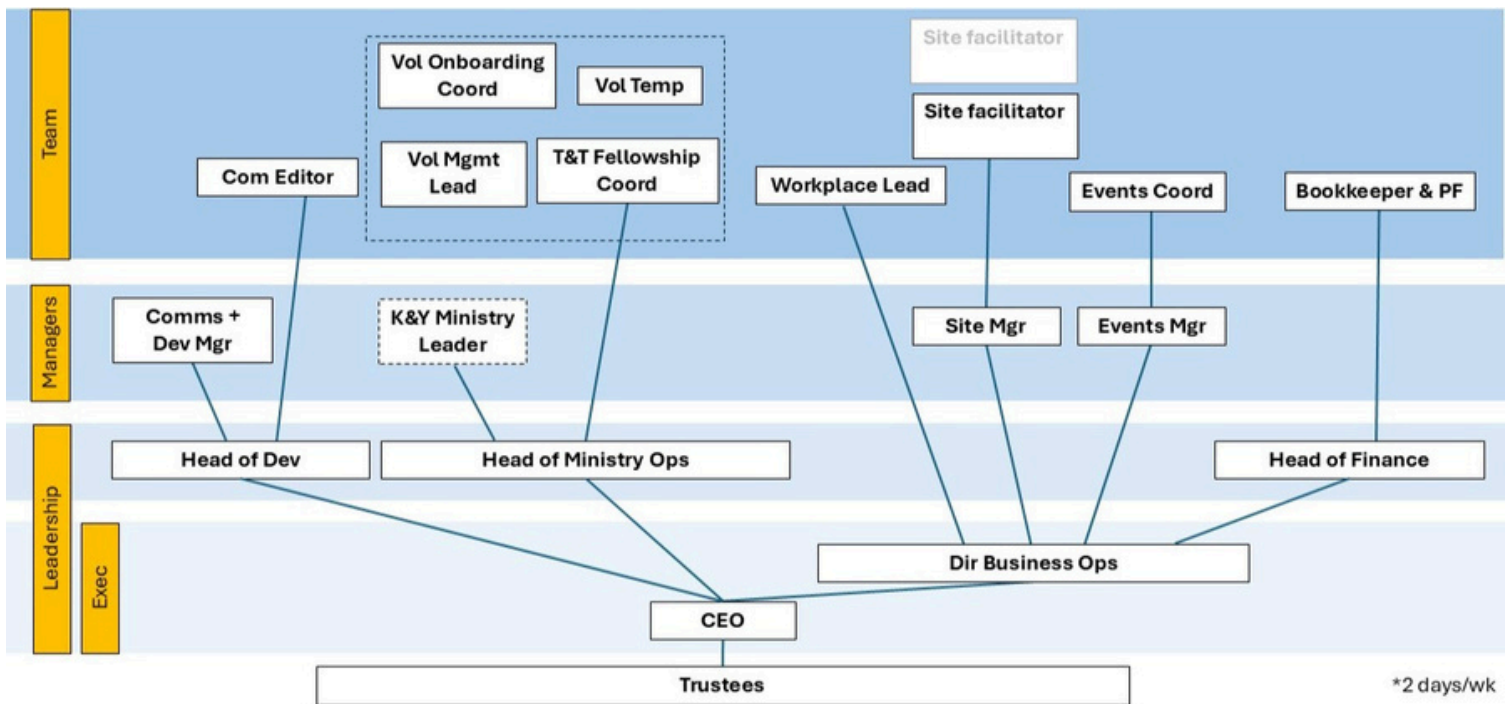
TEAMWORK

Working together as a family and encouraging and supporting each other

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About Us

Organisation Structure



I love working for KM because it's such a dynamic and energising environment. The organisation is keen to grow and improve, all while working towards the same ministry goal. It's a warm and inviting workplace where you feel appreciated as an individual and your ideas and skills are really valued.

Fiona (Bookkeeper and Partner Finance)



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Job description



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Job description



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

Key details

Role title Events Manager

Contract Permanent

Hours Full time 37.5 hours per week, including evenings and weekends as required to accommodate clients and bookings.

Direct Reports One with a view to include venue management team across the sites.

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 £37,000 - £42,000 pa dependent on experience.

Relocation Allowance Up to £8,000.

Pension 8% employer contribution and Salary Sacrifice option.

Holiday 21 days plus bank/public holidays. In addition, the Keswick Ministries office is closed for four days between Christmas and New Year in recognition of the additional hours worked during Convention.

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Job description



The main responsibilities of the role include:

Event Management

- Produce detailed proposals for events, predominantly at The Pencil Factory (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 The Pencil Factory social media to promote the venue and events

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.

3

Job description



Event Co-ordination

- Co-ordinating and scheduling room setup requirements working with the Site 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

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Person specification



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Person spec



Person specification

- Wholehearted belief in and commitment to Keswick Ministries' statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Previous experience working in event management, hospitality or 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.

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How to apply



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How to apply



Keswick Ministries is partnering with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law.

**Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to [Keswick Ministries statement of beliefs and values](#).*

Closing date: Sunday 30th March 2025

Charisma vetting interviews must be completed by 2nd April

Interviews in person with Keswick Ministries: W/C 7th April



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