

Job Description



Post:	Events Production Coordinator
Responsible To:	Head of Essential Event Management
Team:	Essential Event Management

Main purpose of the job

To deliver high quality technical support, professional communication and production expertise both for Spring Harvest and external client events. To help generate sustainable income by developing client relationships and delivering excellence in provision of event management services.

To serve as a member of our event tour team at events across the UK throughout the year. This will necessitate travel and remote working for up to 5 days at a time during busy tour seasons, sometimes with consecutive weeks of week-day tours, and working on site for longer periods at large events such as Spring Harvest.

Key Duties and responsibilities

- Assist in planning and delivery of events/projects, both physical and online
- Formulate proposals with emphasis on technical provision.
- Monitor progress on events and prepare evaluation reports.
- Test, prepare and deliver technical equipment and services for events.
- Attend and take minutes of debrief meetings with clients.
- Provide technical expertise and advice to the wider team.
- Provide administrative support for the team.
- Maintain databases such as those for equipment.
- Deliver excellent customer service.
- Undertake regular safety checks on all pool vehicles.

Relationships

- Serve as an ambassador for Essential Christian, talking positively about our vision and purposes as a Christian organisation.
- Attend regular team and client meetings.
- Develop relationships with new and existing clients, partners and freelancers.
- Assist in the development of new business opportunities.
- Hold relationships with key clients and provide support to ensure they continue to deliver their Christian ministry goals.
- Maintain professional standards in relationships within the workplace, always seeking to speak positively and build others up with words of encouragement.

Our Team

Our team have pioneered in the Christian events and resources space for several decades. At the start of the pandemic the team successfully moved events from physical to online, or hybrid, and now back again to physical whilst maintaining the ability to deliver events in whatever way the client wants. The team also supports the delivery of a year-round streaming service for Christian teaching and resources. It takes a team of innovative and dedicated individuals to deliver such transformation; a team driven by a passion for the vision of Essential Christian; to equip and resource the church and to see lives impacted by God.

Involvement with the wider Essential Christian team

- Meet with the wider staff team each week to share in a time of reflection from the Bible and to pray together for the work of Essential Christian
- Participate in occasional staff away days to focus on the Christian vision for our work and to help maintain our culture as a team
- Attend bi-monthly staff meetings to make sure we communicate well as a team and to keep us on track with the Christian vision and purposes of Essential Christian

Occupational Requirement

It is expected that the successful candidate will be in sympathy with, not in conflict with, and committed to the core values of Essential Christian. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment working consistently within Essential Christian's Ethos Statement.

Working at Events

Working for an event organisation means serving on staff teams throughout the year. This will involve spending several nights away from home on a regular basis and additional hours will be required when preparing for and working away at events, including some weekends. The role may involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for Essential Christian.

Our Culture

Christian Faith

Our Christian faith is the motivation for everything that we do. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those post-holders will be seeking to grow in their discipleship and be actively involved in serving and regular worshipping members of a local Christian church.

Calling & Vision

Essential Christian's vision is to listen to the Church in the UK and to help equip the Church for action year-round through events and resources. We share a common desire to see lives changed by God. We're passionate about what we do.

Prayer

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision-casting and decision-making and we remember to give thanks when we see Him answering our prayers.

Character

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

Professionalism

We pride ourselves on working to professional standards, using our own bespoke Flourish Programme to bring value to the ministry, growth to revenue and personal development to members of our team.

Person Specification

Character:	<ul style="list-style-type: none"> • Enthusiastic & positive mindset • Self-motivated • Team Player • Good at building relationships
Competency:	<ul style="list-style-type: none"> • Confident communicator • Skilled in A.V. tech • Strong admin skills • Critical thinker • Solutions-orientated • Proficient in MS Word & Excel • Background in Events / Church Production
Capability:	<ul style="list-style-type: none"> • Fluent in English • Able to lift heavy equipment • UK driving licence holder • Living within 90-minute commute of Uckfield • Minimum age 21 (for vehicle insurance) • Willing to drive a van
Desirable:	<ul style="list-style-type: none"> • Experience driving vans • Christian events experience • First aid at work certified

Terms & Conditions of Employment

Location:	Uckfield, East Sussex. TN22 1QG
Contract:	Full-time, permanent
Hybrid Working:	Minimum of 3 days per week in the office with 2 days per week home-working Working away at events as required.
Working Hours:	40 hours per week, including 1 hour for lunch each day, plus additional hours when working away at events
Lieu Time:	Rest & recovery days given in lieu of weekends spent working at events
Salary:	£25,400 - £26,400 per annum, depending on experience, plus small bonus payment for each event worked
Pension:	Employer's contribution: 4% of salary Employee's contribution: 4% of salary
Benefits:	Group Life Assurance
Holidays:	28 days per annum, including Bank Holidays
Probationary Period:	6 months, with interim reviews at 1 month and 3 months
Notice Period:	1 week, increasing to 1 month on completion of probationary period

What our Staff Say about working for Essential Christian

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say....

"I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for."

"I love working for EC because it gives me a chance to help others grow through their experiences of God and His church".

"There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually."