



The Bishop of Southwell and Nottingham's Office

Job Description

1. **Job Title:** Events Co-ordinator
Accountable to: The Bishop of Southwell and Nottingham

2. **Summary**

The post of the Bishops' Office Events Co-ordinator is a newly created role with responsibility for the planning and delivery of events hosted by the Bishop of Southwell and Nottingham and his wife. The Events Co-ordinator will work closely with the Bishops' Office team, working flexibly with a high level of competency and initiative to ensure the smooth running of hospitality. They will plan, organise and manage events of various sizes, advising on catering options, costs, resource needs and ensuring all health and safety and food hygiene regulations are met.

3. **THE PERSON**
 - a) Will work to the Bishop, his agenda and priorities, focused on assisting his ministry.
 - b) Will have at least 2 years related experience.
 - c) Knowledge of food health and safety and hygiene and relevant qualifications, or willingness to work towards relevant qualifications.
 - d) Will enjoy working as part of a small team and have the spontaneity and natural generosity which interdependence requires.
 - e) Will have previous experience creating, co-ordinating and delivering hospitality events on time and to budget.
 - f) Flexibility, recognising that each day could look very different as the Bishop's Office deals with a wide variety of tasks, issues and people.
 - g) Demonstrates an ability to innovate, initiate and maintain good and effective administrative procedures.
 - h) Will have a cheerful approach to enquirers, guests and colleagues.
 - i) Will be computer literate, and able to draft texts, letters, memos, and other documents to a high standard.
 - j) Will be detail focused, able to consistently keep databases and logs up to date.
 - k) Will show complete loyalty in public, and work to the highest levels of confidentiality.
 - l) Will be a fast learner and be prepared to take on new information quickly within a busy office.
 - m) Will be willing to work flexible hours, including evenings.

4. **Confidentiality**

This is a highly confidential role and staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the explicit permission of the Bishop.

5. **THE SETTING**
 - a) The Chief of Staff, Chaplain, Executive PA and Office Administrator are based in the office in Bishop's Manor. It is located two minutes' walk from Jubilee House and Southwell Minster. The Bishop's main study is in Bishop's Manor and the Bishop's Office have two desks at Jubilee House.

 - b) The Events Co-ordinator will typically be required to work from Bishop's Manor when assisting with hospitality or events.

- c) The Events Co-ordinator will work in particularly close collaboration with Bishop Paul, Mrs Williams, and the Bishop's Office team.

6. THE TASKS

Overall, this role provides high level events co-ordination and support for the bishop and his household to enable him to fulfil his episcopal ministry in the most effective way possible both the Diocese as well as his wider national responsibilities.

i) Events Co-ordination

- a) Plan and diarise upcoming events including, but not limited, to Diocesan Days of Prayer, Curate's Training, Fireside, Core Team Monthly Team meetings and nurture courses in collaboration with Bishop Paul and Mrs Williams.
- b) To organise communications around events in conjunction with the Diocesan Communication team.
- c) Manage attendee correspondence, special requirements and answer enquiries.
- d) Arrange the appropriate delivery of catered events to include the preparation of food as required in conjunction with Mrs Williams.
- e) Working to agreed budget with requisite audit trail.
- f) Meet and greet visitors as appropriate.
- g) Co-ordinate the audio/visual aspects of events alongside the Bishop's Chaplain.
- h) Assisting with 'all clergy' invitations and mailings, including for key events including Civic and leadership events.

ii) Policy and Procedures for the Bishop's Office

- a) Ensure the Bishop's Office is up to date and compliant with the Bishops' Handbook, and particularly with relation to property, venue hosting and office health and safety.
- b) Where necessary, to put in place policy and procedures in line with the handbook, and ensure that these regulations are adhered to by those present at Bishop's Manor.
- c) Ensure good practice in management of confidential information using Church of England guidelines and data protection legislation.
- d) Assist the Bishop's Office with administrative tasks as required.

7. GENERAL CONDITIONS

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

TERMS OF EMPLOYMENT:

Salary

£24,837-£26,218 pro rata (depending on experience)

Length of Contract

This is a permanent role.

Hours

21 hours/week spread over 7 days with 2 sequential days of leave. Hours to be arranged to meet the needs of service.

Annual Leave

You are entitled to 25 days + 8 bank holidays pro rata paid annual leave per leave year.

Notice

The employment may be terminated by one month's written notice on either side or by pay in lieu of notice by the employer. Should the staff member be summarily dismissed on the grounds of gross misconduct, the employment will be terminated without notice.

Expenses

Working expenses will be reimbursed by the Bishop's Office.

October 2024