



Events Coordinator & Admin Assistant (Kensington Area) Role Description

Overall purpose of the post

The Kensington Area includes the west London Boroughs of Hammersmith & Fulham, Hounslow, Kensington & Chelsea, Richmond (north of the Thames), and the Surrey Borough of Spelthorne. Spanning from Knightsbridge to the ancient bridge that crosses the Thames into Staines, the parishes of the Kensington Area serve hugely diverse and dynamic communities.

The role of Kensington Area Events Coordinator and Admin Assistant is funded for a fixed-term of three years to offer capacity to the wider administrative team in supporting and enabling the ministry of the Church of England across the Kensington Episcopal Area. The postholder will work closely with the Area Director of Ministry (ADM) and will report to the Bishop's PA and Kensington Area Administrator.

The role is 0.8 FTE with hours and days of work to be negotiated. There is potential for flexible working (min 2 days/week in the office, max 2 days/week from home). There will be an occasional requirement to cover evening events. The postholder will be based in the new Kensington Area offices in Regal House, Twickenham.

The responsibilities include:

- Events planning and coordination:
 - providing administrative and practical support for events run by the Ministry Team and Bishop's Office for laity, ordinands, curates and clergy (including venue booking, refreshments, issuing invitations, and recording attendees)
- Assisting the Kensington Area Administrator and Bishop's PA in:
 - the administration of IME2 training for curates
 - the administration of Ministerial Development Reviews for clergy and licensed lay ministers (LLMs)
 - the administration and planning of Confirmation services across Kensington Area
 - the processing of DBS checks and other safeguarding requirements
 - keeping comprehensive, appropriate, up to date records in line with diocesan GDPR policy

- General office duties in the Kensington Area Offices:
 - to meet, greet and welcome visitors, offering them hospitality
 - to undertake basic procurement responsibilities as part of the wider team
 - other general office duties as required by the needs of the team

There will be an annual review of this role with the Area Director of Ministry, with regular supervision and support from the Area Administrator and Bishop's PA.

Knowledge, skills and experience

It is expected that the post holder will have the following:

Experience

- Experience of providing administrative support in a busy working environment
- Experience of working with Microsoft software packages and Eventbrite
- Experience of organising events

Skills

- Good time management skills, including an ability to set priorities between the important and the urgent
- Self-motivated and willing to take responsibility for the successful completion of tasks
- A team player who is able to work collaboratively with others
- An eye for detail and proactive in solving problems

Although there is no requirement to be a practising Christian, the postholder needs to be comfortable participating in meetings which may include prayer, and be in sympathy with the London Diocesan vision: 'For every Londoner to encounter the love of God in Christ'.

Cara Lovell 30/10/23