



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR EVENTS COORDINATOR

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Lambeth Palace is a unique building of significant historical and global provenance. It is, first and foremost, the home of the Archbishop of Canterbury and their family, as well as home to a wider, diverse and thriving, residential community. It is also an office and the epicentre of the Archbishop of Canterbury's ministry to the Church of England and the global Anglican Communion. It is a Grade I listed building comprising various listed buildings dating from the 12th to the 20th centuries, set within 10 acres of beautiful landscaped gardens. Extensive refurbishment works are currently underway to the Blore Building, bringing state of the art facilities to the event spaces. A re-launch of the event spaces is being planned for 2025, upon completion of the works.

By its nature and location, Lambeth Palace is seen as an iconic statement of the values and the nature of the Church of England, the Anglican Communion and the ministry of the Archbishop of

Canterbury. As such, the way it is managed is essential to the witness and ministry exercised or exemplified within its boundaries.

In collaboration with the wider events team, this fast-paced position plays a key role in the setting of the tone and ethos of the practical operational extension of the Archbishop's ministry. The pattern set by the traditions of hospitality set out in the Rule of St Benedict and the ancient traditions of Christian hospitality, which call for all visitors to be treated as if they were Christ Himself, set the benchmark for this post.

What you'll be doing

The purpose of this role is to facilitate and coordinate the Events Diary at Lambeth Palace, as well as co-manage the day-to-day running of meetings, events and hospitality. In addition, the post holder will ensure that NCI and internal events/meetings are supported with the necessary resources. The post holder will also manage the end-to-end delivery of community events such as Garden Open Days. The role requires the ability to work flexibly, including evenings and up to five Saturdays a year.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- To receive and acknowledge all event enquiries in a timely and appropriate manner.
- Monitoring the bookings e-mail address and passing on messages to the Director of Events & Engagement, Deputy Director of Events & Engagement, and Events & Marketing Manager, or responding where appropriate.
- To facilitate and co-ordinate the Events Diary and to manage the input of information into the Artifax Event Management System.
- Develop contracts and quotes for NCI clients for events and on occasion for community and external clients when requested by the Director of Events & Engagement.
- Ensure effective records management for each event to enable subsequent reports, analysis and feedback to be adequately recorded.
- Facilitating the weekly Events Diary meeting and presenting a clear overview of the week ahead to the wider Events & Engagement Team.
- Assisting the Deputy Director with financial tasks including processing incoming/outgoing invoices and event expenses.
- Developing reporting documents as requested by the Director of Events & Engagement, Deputy Director of Events & Engagement, and Events & Marketing Manager.
- Contributing content for social media channels.

Events:

- When required, provide all necessary support for internal events, working closely with the lead member of staff to ensure that the event is effectively and efficiently delivered, as planned.
- Assisting the Director of Events & Engagement, Deputy Director of Events & Engagement, and Events & Marketing Manager in the logistical running and administration of events, as required on a case-by-case basis.

- Conducting show rounds of event spaces.
- Leading the management and excellent execution of small to mid-sized internal events. Leading events including Garden Open Days.
- In the planning, communication and execution of events, being constantly mindful and sympathetic to the significance of Lambeth Palace as the home and office of the Archbishop of Canterbury.
- Collating feedback from guests and clients.
- When required, provide tea and coffee for small events and meetings booked.

General:

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential:

Education:

- Educated to A-Level standard or equivalent.

Skills/Aptitudes:

- An interest and passion for welcoming visitors, excelling at engaging with stakeholders and event attendees.
- Excellent communication skills, both verbal and written.
- Excellent knowledge of MS Word, Outlook, Excel and the internet, as well as a networked computer system.
- Experience with data input using event management software.
- Excellent organisational skills and proven ability to co-ordinate complex logistics, multi-task and prioritise workload across concurrent projects; to work independently and accurately, under pressure and at pace.

- Strong sense of responsibility that the work issued is of a consistently high standard, with fast response times.
- Good project management skills, including stakeholder management.
- Highly discreet and diplomatic.
- Ability to use good judgement when understanding and dealing with urgent and complex matters across a wide range of issues.
- Forward thinking with effective planning skills.
- Ability to draft and prepare accurate correspondence, briefs and other material as required.
- Ability to work autonomously and deal with complex issues, and apply excellent problem-solving skills, to achieve agreed objectives and produce exceptional events.
- Ability to work calmly under pressure.
- Ability to work flexibility and adapt plans quickly in response to change.
- Strong team working skills.
- Excellent attention to detail.
- Ability to operationally lead a team in an event environment.
- Willingness to deputise for team members where necessary.

Knowledge/Experience:

- An excellent grounding in event co-ordination and diary management.
- Experience working in an administrative capacity.

Personal Attributes:

- Ability to think creatively and work collaboratively.
- Demonstrates personal initiative and forward-thinking, manages time and priorities effectively to allow delivery of work on time and to a high standard.
- Optimistic and driven to succeed, with a "can do" attitude, flexible and open to alternative problem-solving approaches.
- Remains calm under pressure and maintains a professional and respectful attitude towards others.
- Develops and manages relationships effectively with a range of people.
- An interest and desire to design and present information in a professional, sophisticated manner.
- Able to work flexibly, including evenings and up to five Saturdays a year.

Desirable

Skills/Aptitudes:

- A working knowledge of Health and Safety requirements and legislation.
- A working knowledge of Food Safety requirements and legislation.
- A sympathy with and interest in the Archbishop of Canterbury's ministry.
- Experience of events or venue hire in a cultural and / or heritage setting.
- Certified First Aid Trained
- Ability to create and implement new processes and systems to improve efficiency.

Vacancy Summary

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| JOB TITLE: | Events Coordinator |
| NCI ENTITY: | Lambeth Palace |
| DEPARTMENT: | Office of the Archbishops (Lambeth Palace) |
| GRADE: | Band 6 Standard Point |
| SALARY: | £34,801 per annum |
| WORKING HOURS: | 35 hours |
| PRIMARY OFFICE LOCATION: | Lambeth Palace |
| HYBRID WORK ARRANGEMENTS: | Adhoc depending on business needs |
| SUITABLE FOR FULL HOMEWORKING: | <input type="checkbox"/> |
| HOMEWORKING REQUIRED: | <input type="checkbox"/> |
| CONTRACT TYPE: | Permanent |
| IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL | <input checked="" type="checkbox"/> Basic |
| IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE? | <input type="checkbox"/> |
| ORACLE POSITION CODE: | 8100457 |
| COST CODE: | 15060 |
| PARENT POSITION: | Events and Marketing Manager |