

Job Description

Job Title: Deputy Events Co-ordinator - Special Services and Events

Department: Events Co-ordination

Salary: £32,879 FTE

Line Manager: Events Co-ordinator

Grade: C

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This role is responsible for controlling the St Paul's Cathedral Diary using the Artifax Event diary management system, assisting in the development of the Artifax system and supporting in the planning and delivery of special services and events within the cathedral including high profile and Diocesan services, fundraising and other non-corporate events, such as exhibitions, social events and receptions.

Main Duties

Diary Management

- a) Manage the cathedral diary; entering and amending bookings such as services, weddings and baptisms, meetings, organ tuning, works maintenance etc; checking existing bookings are accurate and up to date; looking at the forward diary on a regular monthly basis to ensure smooth operations and no clashes.
- b) Prepare and distribute diary reports, guided tour reports; and other event reports as required.
- c) Attend and lead diary meetings as appropriate.
- d) Maintain the Artifax cathedral diary system; setting-up new user accounts and providing training.

- e) Update the cathedral website calendar on a weekly basis to ensure all regular services, are noted and up to date. Liaise with the Communications team to highlight amendments or additions of special services and events.
- f) Work with the Events Co-ordinator to develop new systems, reports and documents to improve event communication with other departments.

Special Services and Events

- a) Coordinate a number of special services and events throughout the year, at the request of the Events Co-ordinator, taking responsibility as lead contact for external clients and to ensure that events are delivered efficiently and to the required standards.
- b) Act as Events Committee Secretary, scheduling monthly meetings, drafting the agenda, collating internal events requests and writing up the minutes from the meetings, sharing these notes with committee members.
- c) Set up and attend planning meetings for special services and events as required.
- d) At the request of the Events Co-ordinator consider the different activities that need to be undertaken to deliver each of the relevant special events and services and producing worksheets or other documents to capture that detail.
- e) Follow up detailed action points from planning meetings with colleagues or other authorities as required.
- f) Conduct cathedral reconnaissance tours for organisers and security personnel associated with special services and events as required.
- g) Prepare seating plans, tickets, invitations and guest lists for special services and events on the cathedral floor as required.
- h) Book first aid cover for cathedral floor events as required.
- i) Work with the Events Co-ordinator to create quotes, contracts and raise invoices for special services and events.
- j) At the request of the Events Co-ordinator liaise with the City of London Police and other external organisations (e.g. Corporation of London) in connection with visits by Royalty and other VIPs in conjunction with the Head of Security, Liturgical Department and Virgers as appropriate.
- k) Co-ordinate hospitality events (external meetings, lunches and dinners) in the Crypt or in Chapter House as required.
- l) At the request of the Events Co-ordinator oversee event set-ups and attend weekday events taking place across the cathedral and Chapter House as required (including those that occasionally take place in the evening), to ensure events run smoothly.
- m) Support events run by internal departments to co-ordinate logistics on a variety of events, including but not limited to; concerts, lectures and workshops.
- n) Prepare post special event notes, filing worksheets and reports for future reference.
- o) Deputising for the Events Co-ordinator as required.
- p) Covering for / assisting the Events Co-ordinator and Deputy Events Co-ordinator – Weddings, Baptisms and Visiting Choirs during leave, sickness or periods of high workload.

Person Specification

Essential

- Experience of working in the events industry with demonstrable examples of events planning;
- Experience in a busy office with a high throughput, strict deadlines and high standards for output;
- Ability to work in a very busy environment and remain calm under pressure;
- Ability to prioritise work and handle a wide range of projects simultaneously;
- Effective and clear communication skills both written and verbal, in person and over the phone;
- Initiative, confidence and judgement to be able to work autonomously on agreed tasks and preparedness to take decisions and accountability for them;
- Excellent attention to detail, including proof reading own output before submission for final proof reading;
- Flexible and adaptable, and willing to work pre-planned unsociable hours, including occasional late nights;
- A good team worker, able to build strong and effective working relationships with a diverse range of people internally and externally;
- Demonstrable evidence of working with confidential information and with complete discretion;
- Evidence of identifying and implementing system and / or procedure improvements;
- Experience of using Artifax or other comparable diary management software;
- Proficient in Microsoft Word, Excel, Outlook;
- Prepared to tackle a variety of practical tasks; and
- Able to quickly acquire a good knowledge of cathedral procedures and of the way events and services unfold in the cathedral.

Desirable

- Knowledge of the liturgical and pastoral life of the Church of England (or a Church in Communion with it);
- Previous experience of working in a cathedral or similar environment.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.