

The Parish of Chorley, St. Laurence

Events co-ordinator (volunteer)

Job Description



Overview

The purpose of this new role is to ensure there is a strategic overview of all events that take place (anything outside of services) in any one year and to ensure that all organisational aspects of each event are covered. This is particularly important given that we are trying to have lead people per event (rather than people feel they are stuck organising the same event each year for life!) and so we need processes in place to enable the smooth transition between events and between event lead people. A key part of the role is to liaise with various volunteers to ensure that deadlines are met for outreach and publicity. To support this work we have the resources of a parish administrator, a communications team and (where appropriate) a Social Media Team for the Friends of St. Laurence's, in addition to a large number of hard-working, dedicated volunteers who are available to assist with different aspects of organisation).

Looking beyond

Given the financial challenges we know we face, we want to work harder to ensure people in the wider community are aware of events that they may wish to support. We also value help and assistance from members of the community who are not church members and part of our hope is that raising our profile in the community will encourage others to help and support the work that takes place in and from Chorley's oldest building, St. Laurence's Parish Church.

Financial Facts and Cash Context

We have noted the excellent progress made by the PCC and congregation with regards to turning around our declining finances and reaching the year end, for the first time in ten years, in the black rather than the red. However, the achievements in 2018 need to continue for some years yet as we work towards being able to match income and expenditure on an annual basis. The fabric report of 2022 will hopefully show that we have caught up with the backlog. Our challenge for 2019 is to generate £75k more than 2018 to keep us on track and resource the work on the fabric of the building that is long overdue. A lot of this will be achieved by fund-raising and in some areas, we hope, by grant applications; the Friends of St. Laurence's will be working very hard in this respect. That said, many of us are aware of the large number of hours that can be spent on grant applications without any guarantee that we will be successful. So we need to work on a number of options as we begin this year.

To give a bit of context, the 2019 challenge could be met by (going on financial results from 2018)

A *daily* Car Boot Sale (or more accurately, one every 6 days!)

A Spring Fair, Summer Fair and Tree Festival *every two months*

A *monthly* 24-hours sponsored organ play

At least *15 Light Classics recitals a month*

The reality is that we cannot sustain any of these suggestions on our current human resources even if they were desirable. We need to be widening the net to create events which will have an appeal to those not currently reached in the community, and we need an increase in human resources to enable this to happen. And whilst the popular slogan is undoubtedly true – *every little helps* – we need a number of 'larger-scale' events which generate something akin to the 24-hour organ recital amount (£6,500); what some organisations might call 'black-tie' events. If we are successful, the challenge of this year will be met by this combination:

- Seeing a regular personal stewardship review (time, talents and money) as the norm for committed discipleship
- The continuation of current events (fairs, concerts, car boots)
- Grants and awards
- The introduction of new events, particularly reaching out to a wider age range and those not yet engaged with St. Laurence's

The role the Events co-ordinator will play in helping to make this happen is vital.

Key responsibilities

- assist the events teams with the planning/communication and execution of events
- facilitating and co-ordinating the events diary with the Parish Administrator
- Ensure that Christian ethos is maintained throughout the Event and, also, ensure, where possible, that the event highlights the Christian message.
- Creating Event proposals which fit set targets/requirements and are within the deadline.
- Have a clear understanding of the needs and/or requirements of the Event.
- Maintaining a good working relationship with all people involved in the Event including the organisers and participants.
- Ensure someone is responsible for arranging adequate seating and catering, should they be required.
- Where appropriate, explaining and taking outside participants through an Event.
- Planning Event with attention to financial constraints and ensuring that a given, specified budget is not exceeded.
- Liaising with church members to ensure that sufficient help is available for the Event to function smoothly.
- Liaising with the Parish Administrator on issuing invoices and receiving payment.
- Overseeing Events on the day, including problem-solving, welcoming dignitaries and directing Event set-up teams.
- Ensuring there is adequate publication of the Event in local media, leaflet production, flyers social media etc.

- Creating participants links for future opportunities.
- Provide a working schedule/plan for the year, which allows for multiple Events within the same timeframe and ensuring there is adequate space/materials for them to progress.
- On completion of the Event the co-ordinator should conduct a review as to how successful the Event has been, financially, with hospitality, emphasising the Christian message and identifying how things could be improved for the future.
- the preparation and writing of short reports/briefs as necessary
- ensure events teams have made consideration to health and safety within event planning
- create event templates so that events can be easily replicated by different people.

Person Specification

The Events co-ordinator will need to be someone who can work flexibly. Demands and skills required may vary from Event to Event. We would expect the person appointed to have

- a strong Christian ethos/faith
- a resilient personality, able to work with the demands of a strong congregation with a wide range of opinions and views
- excellent communication skills
- an easily approachable manner (good inter-personal skills)
- the ability to work as part of a team and, should the need arise, lead a team
- good organisational and co-ordinating skills
- an ability for problem-solving
- the ability to prioritise responsibilities
- the ability to think strategically

Qualifications

- Educated to A-level standard or equivalent
- GCSE in Maths and English

Person attributes

- An understanding of, and commitment to, the parish safeguarding policy
- a basic understanding of health and safety
- good use of written English
- flexible approach to the role
- ability to lead and motivate staff
- respect for confidentiality
- ability to multi-task
- an ability to work hard and be enthusiastic

The following skills and experience are also desirable although not essential:

- experience in leading events or projects from concept to fruition
- previous experience working in an administrative capacity
- knowledge of Word, Outlook, Excel and the Internet
- experience of working in a team environment
- an understanding of how churches function
- report writing skills
- experience of working within budgets

Key working partners

Rector (one of the clergy team will be the line manager)

Parish Curate

Parish Administrator

Parish Treasurer

Bookings Officer

Chair, Comms Group

Chair, Friends of St. Laurence's Committee

Chair, Fabric Group

Working hours and environment

In order to make an impact on this significant area of development, the person appointed would need to commit initially to a minimum of 8 hours a week (possibly worked as 4 hours twice a week). There would be computer facilities available and a desk available in the Standish Room to allow the person to maintain healthy boundaries between this work and home/family life. Additional attendance at events outside these hours would be expected as and when needed.

Working Expenses

Any working expenses would be reimbursed upon receipts

Application process

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to office@stlaurencechorley.co.uk

Timeline

Closing date for applications: Monday 11th March

Interviews: t.b.c.

Any successful appointment is subject to satisfactory references