

Christ Church Networking, Events and Volunteer coordinator

Indicative roles & responsibilities

This document is an appendix to the job description. The purpose of this document is to provide a more detailed, indicative description of the areas of work where the Christ Church Networking, Events and Volunteer coordinator will or could be expected to contribute. Other specific tasks, not mentioned in this appendix or the job description, may be requested of the Christ Church Networking, Events and Volunteer coordinator by the Parish Operations Manager, Church Wardens or Vicar.

1 Organising Church Programmes and Events

- To support all leaders of various activities and events with the provision of resources and operational advice and guidance.
- To ensure that volunteers and staff feel appreciated and are recognised and valued as appropriate.
- To collect feedback on the activities of the church and pass this on to the Vicar/leadership team.
- To be a practical enabler of new activities or groups.

2 Communications and Networking

- To manage the delivery of information, as directed by the leadership to and from the congregations and wider community if applicable.
- To manage the provision and distribution of resources to the congregation: e.g. teaching materials.
- Represent the church at appropriate external events.
- Assist to develop and implement a communications strategy, using new forums and means as they become available.

3 Volunteers Coordination

- To ensure volunteers are trained appropriately depending on the area they are serving in.
- To ensure that volunteers and staff feel appreciated and are recognised and valued as appropriate.
- Help maintain records so they are up to date for volunteers, including DBS and Safeguarding
- Assist ministry leaders with training and team building events.