



Networking, Events and Volunteer Coordinator

CHRIST CHURCH

Christ Church, Ware, is a thriving Christian community seeking to live out Jesus' calling in the power of the Spirit is looking for an Events, Networking and Volunteer Coordinator to join our management/leadership team. The ministry of the church is extensive, vibrant, diverse and is being further developed as we see God at work in our community.

This role presents the opportunity to be involved in Christian ministry, and there is opportunity to support the Church's mission and ministry in a wide range of management activities based on the skills of the successful applicant.

See www.christchurchware.co.uk

Dimensions of the role

The Networks Events and Volunteer Coordinator will be line managed by the Parish Operations Manager.

Terms

Salary: £19.5 -22K per annum pro-rata, Pension 8% of Salary

Hours: Working hours are part time (15 hours) Monday to Friday, some Sundays and Evenings required, for which time off in lieu will be given. Specific work patterns will be agreed with the successful candidate

Annual Leave: For a full time role, the annual leave would be 25 days, plus bank holidays. This will be pro-rata according to final contractual hours agreed

About the role

To enable the spiritual ministry of the church to flourish by undertaking a variety of office based administrative functions. Primarily, the operations of the Church are resourced by a large volunteer team. The role will, as well as conducting routine administration in support of the church office and Parish Operations manager also have a focus on recruiting, motivating and building relationships with current and potential future volunteers with the objective of ensuring that the operations of the church are fully resourced. The role will also take on responsibility for ensuring that effective communications are maintained within Christ Church Ware.

Key Responsibilities

The Networks Events and Volunteer Coordinator role will be framed to match the specific skill set of the successful applicant. The role however will include a significant number of the following areas:

1. **Provide assistance in the organisation and management of events and church functions.**
2. **Building volunteer teams to support the operational functions of the church.**
3. **Taking responsibility for ensuring effective communication channels are maintained. This may be achieved through the more effective use of Church Builder or equivalent systems, social media and face to face or written documents.**
4. **Completing a wide variety of office administration tasks.**

About You

To flourish in this role, you will need:

- Experience of event management and networking
- The ability to handle sensitive issues with discretion.
- Ability to work under your own initiative and to meet deadlines without supervision.
- A passion for efficient operation of administrative processes
- Good communication skills both face to face and on the telephone.
- Able to motivate people, especially a volunteer work force.
- High level of digital literacy

It would be desirable to have

- Well-developed administrative, time management and organisational skills.
- Ability to work in a small team.
- Able to relate well to people of all ages and different backgrounds.
- Patience and good sense of humour.
- Discretion in handling confidential matters

There is a genuine occupational requirement for the successful applicant to be a committed Christian, willing to respect the views of the church leaders they work under and actively embrace and live by the values and ethos of Christ Church.

Other Requirements

- 2 Referees
- Enhanced DBS required

Further information

Further information is available from Rev John Hookway vicar@christchurchware.co.uk alternatively the church wardens; Bob Barker or Lucy Davies via the church office, office@christchurchware.co.uk.

Also see the Indicative Roles & Responsibilities for more detail.

How to Apply

Please send a completed application form (available on the church website) to Rev John Hookway vicar@christchurchware.co.uk

Closing Date

10.00am, 28th September 2022