

Courses & Events Lead

Reports to Chief Operating Officer
Working Hours 0.8TFE or Full time

Role Context

St Mark's Battersea Rise (SMBR) is a vibrant church in Southwest London, passionate about seeing lives transformed in the name of Jesus and a vision to see Faith Rise, the Church Rise, and the City Rise.

Role Purpose and Objective

The Courses and Events Lead supports the delivery of all centrally run courses, overseeing setup, organisation, catering and attendee communication and will also support and mentor course leaders and helpers.

To take ownership of, and manage the delivery of, several key courses a year. To ensure all courses are organised in advance and managed on the day and to ensure all course information is kept up to date.

Courses currently offered at City Rise St Mark's include; Alpha, The Marriage Course, The Pre-Marriage Course, Parenting Teenagers, Parenting Children and The Bereavement Journey. Courses happen both in person and virtually.

They will also proactively deliver internal and external events including, conferences, life events, church gatherings, Focus festival weekend away, and support the Sundays Lead at major festivals (Christmas, Easter).

Role Responsibilities

Courses

- Build trust and manage effective relationships with ministry leads and volunteer course leaders. Organising meetings related to these courses. Support the wider team in managing relationships with external clients, for example, caterers.
- Manage guest and potential guest queries in advance of and throughout course delivery via phone and email, course registrations and feedback and evaluation processes.
- Project management: Planning and preparation for delivery of courses. Creating running orders, project plans and checklists for the courses to ensure smooth running. Supporting the actual delivery of some courses on site, guest facing and online.
- Manage equipment and room bookings for all courses.
- leaders. Manage the risk associated with volunteers relating to catering, data protection and health and safety in line with organisational policies
- Preparing and enforcing volunteer rotas, recruiting new volunteers and raising up volunteer team
- Liaise with the Creative Media and Communications Manager to manage the marketing and advertising of courses to the congregation and external public.
- Finance: Prepare orders for materials. Manage the courses budget and process all payments in line with the finance policy.
- Alpha specific
 - Co-host Alpha course sessions, small group leading
 - Organisation and facilitation of the Alpha Holy Spirit Day
 - Developing and maintaining good relationships with other local churches for collaboration of courses

Events

- Full project planning of key church events including FOCUS weekend away, Summer Fun Day, Evening Events (budget, decor logistics, security health and safety, communications, schedules, personnel)
- Planning and chairing of events meetings, including minute taking and follow up communications
- Working with the Communications and Creative Manager to ensure events are in line with the vision, identity and strategy for City Rise.
- Oversee setup and clear down venues as required
- Be the point of contact and event liaison for all external event bookings.
- Be present to manage the event from start to finish including giving briefings, and being the responsible person for enquiries and decisions
- Working alongside the Ministry Leads Team to find innovative ways to hold events that share the good news of Jesus.

General

- Ensure all events are fully risk-assessed and adhere to Health & Safety protocols
- Working with the operations team for delivery of Life Events and events run in partnership with the Diocese of Southwark.
- Attending networking events throughout the year
- Supporting the delivery of age appropriate or ministry specific events
- Available to provide support services to the Sundays, Groups & Teams Lead for major events and Festivals (Vision & Giving Sundays, Teams Fair, Christmas & Easter)

Competencies

| | Essential | Desirable |
|--|---------------------------------|------------------|
| Experience <ul style="list-style-type: none"> • 12 months experience in a similar role • 12 months experience in a similar environment | Y | Y |
| Professional Skills <ul style="list-style-type: none"> • Excellent communications skills, both oral and written • Excellent administration skills • Highly organised and ability to prioritise and juggle a busy workload • Ability to manage volunteers • Ability to work well under pressure and react quickly and proactively to challenges. • Flexible, proactive and driven by initiative, at the same time as demonstrating attention to detail. • Process driven with experience of implementing new initiatives • Passion for event management • Experience of building volunteer teams • Public speaking and experience of preparing and giving talks | Y Y Y Y Y Y Y | Y Y Y Y |
| Personal Attributes <ul style="list-style-type: none"> • Integrity, discretion, high emotional intelligence • Approachable, dependable, and caring • Innovative, focused and takes initiative • Flexibility and willingness help and support others | Y Y Y Y | |

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| <ul style="list-style-type: none"> ● Willingness for accountability and transparency in lifestyle ● A personal and growing Christian faith, fed by regular prayer and Bible study ● To be sympathetic to the mission, vision and values of City Rise St Marks | <p>Y</p> <p>Y</p> <p>Y</p> | |
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Additional Information

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| Hours | Weekdays and Evenings when courses are running Occasional evenings and weekend flexibility as required |
| Principle Workplace | St Mark's Church, Battersea Rise, SW11 1EJ. |
| Leave Entitlement | 28 days (pro rata) annual leave, plus statutory bank holidays 3 days Spiritual refreshment (1 per term) |
| Salary | Band C £27K-£32K |
| Occupational Requirement | <p>YES</p> <p>This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the Church of England Statement of Faith.</p> <p>Due to the core responsibilities of the role, the candidate should, if not already, be an active member in the City Rise St Mark's congregation.</p> |
| Safeguarding | <p>Enhanced DBS</p> <p>The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to an enhanced DBS check.</p> |
| Physical Demands | <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ● The ability to stand, walk, sit, and climb stairs for extended periods of time ● The ability to lift and carry objects up to 15kgs. ● The ability to work in a variety of environments, including indoors and outdoors |
| Inclusion | City Rise, St Mark's Battersea is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. |