

Events and Communications Manager, All Saints Peckham

Thank you for considering an application to All Saints Peckham for the role of Events and Communications Manager. We are a lively Anglican Church in the heart of Peckham with over 350 people worshipping with us every Sunday. The efficient implementation of effective communications and events is essential to the life of All Saints and we would love to find out if you are called to be part of our staff team in making this vision come alive.

The post comes with a salary of £20,000 (£25,000 FTE).

To apply please email or post the following to Tom Hardyman, Operations Director at All Saints Peckham:

1. Your CV, including contact details of two referees – one personal, one professional – who are happy to be telephoned by us for a conversation should you be short-listed for interview.
2. Up to 500 words summarising why you believe God may be calling you to this role.

For either an informal conversation about the post (if you would like one) or for completed applications, please contact:

Tom Hardyman. All Saints Church, Blenheim Grove, Peckham Rye, London. SE15 4QS.

Email: jobs@allsaintspeckham.org.uk

Phone: 0203 637 2701

Events and Communications Manager, All Saints Peckham

Job Title	Events and Communications Manager
Line Manager	Operations Director
Location	All Saints Peckham, Blenheim Grove, Peckham. SE15 4QS
Salary:	£20,000, £25,000 FTE
Contract	Part Time, 30 hours per week including Wednesday 09:00-14:00. Permanent contract subject to a successful 3-month probation period
Benefits	6 weeks holiday per year plus bank holidays; generous pension scheme
Start Date	2 nd September 2019

About All Saints

All Saints Peckham has been a Church of England parish in the diocese of Southwark since 1867. We are a large Anglican Church with the following vision:

Who we are:

- We are **ALL** one in Christ
- We are **SAINTS**, being transformed by Jesus
- We are **PECKHAM**, and sent out from here

Our passionate pursuit is to:

- Have **radical unity** in our vibrant community
- Seek God's **wholeness** for the **broken**
- Celebrate **younger generations** as the Church of today
- **Go**, wherever God leads, to make disciples

We will achieve this ONLY by:

- Encountering Father, Son and Holy Spirit in **Word** and **worship**
- **Growing** as **disciples** together
- Experiencing the Spirit's **transforming** power in **prayer**

Opportunity Summary

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How to Apply

Application	Please send the following: <ol style="list-style-type: none"> 1. Your CV, including contact details of two referees – one personal, one professional – who are happy to be telephoned by us for a conversation should you be short-listed for interview. 2. Up to 500 words summarising why you believe God may be calling you to this role.
Closing Deadline	30 th June 2019
Interviews	17 th July 2019
Further information	Visit www.allsaintspeckham.org.uk or email: jobs@allsaintspeckham.org.uk

Person Specification

Experience

Essential

- A passion for and experience in communication, through words and images in a variety of media (including digital media)
- Experience in leading and successfully implementing a variety of events
- Proven experience of setting up and maintaining office systems
- Proven experience of using Microsoft office and Google office
- Understanding of how to use InDesign and Canva

Desirable

- Experience of creating a long-term events strategy to achieve a vision
- Experience of working in the voluntary/ Christian sector
- Experience of working as part of a small team
- Copywriting experience

Skills

Essential

- Excellent organisational and time management skills
- Excellent interpersonal skills
- Project management experience
- Excellent communication skills, both verbal and written
- Ability to deliver under pressure and manage conflicting priorities
- Analytical and problem-solving skills
- Ability to manage appropriate budgets
- Result-orientated approach

Desirable

- First aid training
- Understanding of data protection and health and safety principles
- Management experience

Qualities

Essential

- You are a servant-hearted team-player, able to understand and put into practice our staff team values (see separate sheet)
- You have the interpersonal skills needed to quickly gain the confidence and respect of those in our church and its surrounding community
- You will love belonging to the worshipping community that is All Saints Peckham

There is an Occupational Requirement for this post to be filled by a committed Christian.

Job Specification

The Events and communications manager reports to the Operations Director. The role is Part Time, 30 hours, and based in Peckham, London offering a salary of £20,000 (£25,000 FTE). There are 6 weeks holiday. Working some evenings and Wednesdays– except when on leave - will be necessary, as will becoming a member of the All Saints Peckham worshipping community. This post will be subject to an enhanced DBS check.

Role Purpose

Responsible for effective and strategic communications both within the community of All Saints Peckham and externally to the wider community. Equally to be responsible for the running of effective and successful events at All Saints furthering our aims and vision of All Saints Peckham, including the creation of a long-term strategy with the leadership team at All Saints.

Key Outcomes

Communications

- To build on our internal and create an external communications strategy
- Lead and manage volunteers from the Church to support the communications strategy
- Ensuring we have effective, and maintained, communication routes.
- This includes digital media, written word, internal and external noticeboards
- To regularly review the applicability of our communication methods and moderate them appropriately
- An effective and up to date website
- Facilitate and develop effective support communications between our connect groups

Events

- To create and implement an events strategy alongside the leadership team, aligning with, and furthering, the vision of the church
- To input into themes and focuses for the physical site as it is re-developed over the next few years
- To liaise with other staff members to effectively plan appropriate events
- Supporting and leading (depending on the event) events either run by the church office or congregation members
- Implement events successfully, mobilising all parties (paid or unpaid), advertise effectively and coordinating any information needed
- Ensure that events are reviewed and changed appropriately
- Set the standard for a successful event and inspire others to meet this standard
- Ensure all events comply with the relevant health and safety legislation

Misc.

- Supporting the office for 2 days a week, being the first point of contact for callers on the telephone and in person
- To act as the events and communications 'expert' within the office
- Successfully line managing the office assistant role
- Being responsible for the events and communications budget, fundraising for additional funds if appropriate
- Support the long-term planning for the Church calendar through acting as the central coordinator, holding other stakeholders to account to remain proactive
- Chair the staff weekly meeting
- Report into the PCC annually about plans for the church

All Saints Staff Team Values

As a team, we seek to be everything Jesus calls us to in the power of His Spirit by ...

1. Trusting one another.

What does that mean? Being as real as possible with one another, admitting weaknesses or mistakes, as well as celebrating together.

Review question: Are we able and willing to go to the level of trust Jesus calls us to?

2. Confronting disagreement.

Being willing to express another view which may be unpopular or misunderstood, and calling out constructively what hasn't gone well.

Review question: How many times have we expressed differing opinions amongst ourselves recently, and realised it was healthy to do so however awkward it may have felt?

3. Committing to decisions made, after 'weighing in' with our view.

Committing as a team to decisions made after expressing as passionately as we want what we think.

Review question: Is there any evidence of us not really committing, and what are we going to do about it?

4. Holding each other accountable for what happened.

Being clear who was responsible and accountable for what, and supporting one another in our responsibilities.

Review question: Are we always clear?

5. Reviewing results.

Having a culture of review so we can continually do things better, all for the glory of Jesus.

Review question: Have we asked ourselves recently whether we were actually being fruitful?

(Based on Patrick Lencioni's book, 'The Five Dysfunctions of a Team'.)