

# Coordinator of Administration & Events

September 2019

## Summary

The Coordinator of Administration & Events (CAE) is responsible for providing essential support to the staff and ministries of Westminster Chapel (WC). The CAE is well-organised and is accountable to the Executive Pastor (EP) and responsible for the smooth running of the church office, managing our room hires, and delivery of high-quality events in line with WC's vision, mission, and style points.

Temporary part-time; approximately 24 hrs per week plus additional hours for events for 12 months. Commences immediately.

## Specific Tasks & Responsibilities

### Staff Team

- Be the first point-of-contact for all enquiries by phone, email, or in-person
- Manage the "office" email account; respond to routine questions and pass on messages to the appropriate staff member
- Maintain and order office supplies and consumables
- Maintain and keep up-to-date the Church's calendars and events
- Administer support contracts and subscriptions (e.g. GSuite, MS Office, printing, telephone, internet, IT support, etc.)
- Edit and upload Sunday sermons by end-of-day Monday
- Participate in staff prayer and study in line with the theological and doctrinal commitments of WC

### Support

- Assist the EP in administering HR policies and procedures, timekeeping, holiday requests and leaves
- Record and draft minutes for staff team and other meetings
- Arrange for hosting and hospitality of visitors and guests of leaders
- Prepare monthly Dashboard and quarterly reports and statistics for the EP to present to the leadership team
- Assist the Executive Pastor (EP) with other administrative tasks as requested

## Room Bookings

- Represent WC to all external booking enquiries by email, phone, or in-person
- Manage all internal and external booking requests for rooms on the appropriate calendars
- Create, send, and close invoices, working with the accounts administrator
- Respond to requests for information about room details, equipment, furniture, terms and conditions
- Create set-up/set-down plans for the Premises Team to prepare for bookings
- Arrange caretaking/cleaning cover for out-of-hours events and bookings
- Liaise with ministry leaders and manage rotas for WC services and events; ensure that these are filled and confirmed

## Events

### *Sunday Services & Activities*

- Create weekly service plan drafts in Planning Center
- Ensure all materials (slides, videos, flyers) are ready in time for the service
- Ensure service timings are taken (via Planning Center app)
- Ensure accurate statistics are collected for Sunday meetings
- Provide administrative and practical support (preparing materials, info packs, forms, etc.) for Sunday Academy courses and other activities (meetings, training sessions)
- Assist in coordinating services and activities on Sundays

### *Chapel Events*

- Deliver, from concept to execution, at least 8 one-off events (i.e. not ongoing series like Alpha) per year under the direction of the leadership team
- Coordinate and create a comprehensive service plan for each event
- Recruit and train individuals and teams (staff and volunteers) to support each event
- Be the General Manager (or designate trained leader) at each event
- Hire and liaise with service providers (technical, catering, equipment hire, etc)

### *External Events*

- Provide consultation and guidance for external groups hosting events at WC
- Draft standard policies and guidance for external users on: use of space, use of equipment, food safety, fire marshalling, stewarding
- Create a list of approved service providers for external events

## Skills, Abilities, & Commitments

- Expertise in office software suites including MS Office, GSuite, Planning Center
- Experience in records management practices and tools
- Excellent attention to detail with the ability to critically analyse contracts and agreements
- Excellence in ability to communicate in English verbally and in writing
- Ability to recruit, organise, and coordinate teams to execute events
- Ability to work independently and as part of a team
- Understanding of and appreciation for Westminster Chapel's vision, mission, and style points
- Attend and participate in all staff prayer and team meetings
- A member, or on track to becoming a member of Westminster Chapel

## Schedule

Normally, 24 hours per week, plus additional required hours as scheduled to run events.

## Remuneration

£22,000-£26,000 per annum<sup>1</sup> (pro rata), commensurate with experience

## Applications:

Interested applicants should email [ray@westminsterchapel.org.uk](mailto:ray@westminsterchapel.org.uk) for an application form and full job description.

Only applicants selected for an interview will be contacted.

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<sup>1</sup> Based on full-time, 40-hour work week