

Vacancy: Events and Communication Assistant

Thank you for considering an application to All Saints Peckham for the role of Events and Communications Assistant. We are lively a Anglican Church in the heart of Peckham with over 350 people worshipping with us every Sunday. To sum up what we are about, our values and vision are below. We would love to find out if you are called to be part of our staff team in making this vision come alive.

Our Vision

We are a church at the heart of Peckham. People from all backgrounds and cultures find their home with us. Central to our shared life is our belief in God – we are united by his love for us and for the world. We believe we have a common vision to be transformed by Jesus, sent with his good news into Peckham and the world. As a church, we share common values. We are:



WELCOMED Each one of us belongs by grace to God's family whatever our background, age, nationality, personality, history, strength or weakness.



SUPPORTED We help one another to grow in our faith and character from the youngest to the very oldest.



CONTRIBUTING We encourage each other to use the gifts and creativity God has given every one of us.



CHANGED As ordinary people we are being transformed as we encounter God through his Word and his Spirit.



SENT God has an exciting, radical and challenging call on our lives; to join him in making Jesus and his love known in Peckham and beyond.

JOB SUMMARY

Events and Communications Assistant

Responsible to: The Events and Communications Manager
Terms: Part-time, 18 hours per week.
Hours: Normal working hours are 10:00-16:00 Monday Tuesday and Wednesday (negotiable).
Salary: £22,000 (Pro rata)
Application Window Until 09/08/17

ROLE PURPOSE

To work closely with the Events and Comms Manager to support the successful creation and implementation of an events strategy, furthering the aims and vision of All Saints Peckham. Also supporting the effective communication between the various areas of the church.

KEY OUTCOMES

Events

- To support the implementation of our events strategy.
- 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 as determined by your line manager.
- Implement events successfully, mobilising all parties (paid or unpaid), advertise effectively and coordinating any information needed.
- Ensure that events are reviewed and changed appropriately.
- Ensure all events comply with the relevant health and safety legislation.

Communications

- To support the implementation of a communications strategy.
- Ensuring we have effective and well maintained communication routes.
- This includes digital media, written word and internal and external noticeboards.
- An effective and up to date website.

Misc.

- A friendly but firm point of contact for all enquiries, including answering the front door, phone and general email enquiries for 1 day between Monday and Wednesday.
- To complete other reasonable tasks as determined by the E & C manager.

QUALITIES, SKILLS AND EXPERIENCE

Experience

Essential

- Experience in an events or communication role.
- Proven ability to implement a comms and events strategy.
- Proven experience of setting up and maintaining office systems.
- Proven experience of using Microsoft office and Google office.

Desirable

- Experience of working in the voluntary/ Christian sector.
- Experience of using Indesign, photoshop and Canva.
- Experience of working as part of a small team.
- Copywriting experience.
- Experience of social media campaigns

Skills

Essential

- Excellent organisational and time management skills.
- Excellent social media skills.
- Excellent interpersonal skills.
- 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.
- Project management experience.

Qualities

Essential

- You are a servant-hearted team-player, able to understand and put into practice our values
- 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.

STRUCTURE.

The Events and Communication Assistant reports to the Events and Communication Manager. The role is a collaborative position within the staff team, drawing on the gifts

and experience of others in the team as well as the amazing network of unpaid volunteers within the church.

TERMS & CONDITIONS

The role is part-time and based in Peckham, London offering a salary of £22,000 pro rata. There are 6 weeks holiday. It is expected that the post will have some flexible working arrangements with time-off in lieu when extra hours are worked some weeks. Working some evenings, occasional Saturdays and Sundays will be necessary. This post will be subject to a DBS check.

APPLICATION PROCESS

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

- Your CV. Please include 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. We will not be requiring written references.
- 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