



Events and Communications Co-ordinator

Job Description

Purpose	Co-ordination of all aspects of WSC programme design and delivery Co-ordination of all aspects of WSC communications
Aims	1. To manage WSC spirituality programme, being the primary liaison with event leaders/facilitators, delegates and host volunteers 2. To manage WSC communications in line with its spiritual ethos, including all publicity of its programme 3. To monitor and evaluate the programme and services delivered by WSC
Employment	Financed and managed by Whirlow Grange Ltd (WGL) Employed by All Saints Ecclesall PCC Normally 15 hours spread over 3-4 days, with provision for flexible working by prior arrangement. Occasional weekend/evenings as need arises
Accountable to	Chaplain of Whirlow Spirituality Centre at the Chapel of the Holy Spirit.
Key working relationships	Chaplain (WSC), Administration and Operations Co-ordinator (WSC), Host Volunteers (WSC), Communications personnel (All Saints Ecclesall), Retreat Association and denominational contacts

Responsibilities:

- To manage the Centre's spirituality programme, being the primary liaison with event leaders/facilitators, delegates and host volunteers by:**
 - assisting the Chaplain in the development of, and being responsible for the publicising of, the spirituality programme
 - being the primary contact for speakers / event leaders, arranging all elements of each event
 - liaising with Administration and Operations Co-ordinator for the provision of speakers/event leaders' requirements e.g. AV equipment, worship resources, etc.
 - overseeing delegate bookings and managing all communications with delegates using relevant digital booking systems, currently Ticket Tailor
 - having responsibility for host volunteers for each event, ensuring they are aware of the likely demands of the event, offering coaching in technical aspects as necessary
 - assisting in the planning and delivery of all digital events, including the set up and operation of audio-visual live streaming equipment and software
 - co-ordinating the Programme Support Group and attending its meetings
 - occasionally hosting events and/or external hirers
 - responsible for editing the weekly Blog, liaising with all contributors
- To manage the Centre internal and outward facing communications in line with its spiritual ethos:**
 - maintaining and further developing a communications output from Whirlow Spirituality Centre, advising as appropriate on messaging, brand and communications

- ensuring the Centre's online presence is relevant, targeted, accurate and up to date
- maintaining and updating the website and all social media channels
- maintaining and updating as appropriate existing communications output eg email campaigns, social media posts and regular connections with stakeholders eg All Saints Ecclesall, denominations
- designing and producing visual content for any publicity eg. posters, publicity leaflets.

3. To monitor and evaluate the programme and services delivered by WSC and inform the Board as appropriate by:

- having responsibility for the follow-up of all involved in each event – leader, host volunteer and delegates.
- maintaining records of feedback, suggestions, attendance, and expenditure/income of events.
- providing a quarterly summary report for the Chaplain and Whirlow Board

Personal Specification

Criteria	Essential	Desirable
	<ul style="list-style-type: none"> • Positively embracing the aims and values of Whirlow Spirituality Centre • Supporting the partnership between Whirlow and All Saints, Ecclesall 	
Skills required	<ul style="list-style-type: none"> • Excellent communication and presentation skills, both verbal and written • Competent editing and creative skills • Competent use of Microsoft Office • Familiarity with web content management systems • Effective use of social media programmes in a work environment eg Facebook, Instagram, YouTube • Ability to prioritise work under pressure and to meet strict deadlines • Good numeracy skills 	<ul style="list-style-type: none"> • Experience in networking with both faith based and secular organisations. • Experience in using Squarespace for web authoring • Experience with event management systems eg Ticket Tailor, Eventbrite • Experience of camera and audio equipment for event live-streaming. • Experience in the use of online payment processing eg. Stripe, Donorbox
Attainment	<ul style="list-style-type: none"> • Education to GCSE and / or A level 	<ul style="list-style-type: none"> • Training in online publishing
Knowledge	<ul style="list-style-type: none"> • A good understanding of the Christian faith 	<ul style="list-style-type: none"> • Knowledge of similar spirituality centres and what they offer
Relevant experience	<ul style="list-style-type: none"> • Organising educational and/or project-based programmes • Event publicity including social media 	<ul style="list-style-type: none"> • Working in a faith-based environment • Marketing and communications • Working as part of a small, highly effective and efficient team
Disposition	<ul style="list-style-type: none"> • Ability to work independently on own initiative and also to contribute as part of a team • Willingness and ability to be flexible • Personable, with an ability to listen well • Interested in spirituality 	<ul style="list-style-type: none"> • Interested in issues relating to teaching and learning • Interested in faith traditions