

**ST ANDREW HOLBORN CHURCH FOUNDATION  
AND ASSOCIATED CHARITIES  
ST ANDREW HOLBORN TRADING LTD**

**EVENTS CO-ORDINATOR**

**JOB DESCRIPTION**

**St Andrew Holborn**

There has been a church dedicated to St Andrew on the site of the present building for well over 1,000 years. Since just after the Second World War, it has been designated a 'Guild Church' and as such its focus is on the community of people who work around it. The church is an active place of worship.

St Andrew Holborn is also a workplace. The staff of the various charities that are associated with the church work in the offices immediately next to the church in the ground floor of what used to be the vicarage. It is also the workplace of the Guild Vicar and the Associate Vicar.

It is also an events space. The church itself and the rooms in the Courthouse are hired out for meetings, concerts and other events.

And last, but by no means least, it is a home. It is the home of the Guild Vicar and his family and of a tenant who lives in our Lodge House.

Two of the charities based here – St Andrew Holborn Church Foundation and Parish Estates Charity – and a trading company support the work of the St Andrew Holborn Guild Church Council to maintain the buildings and with the cost of providing services at the church.

Three other charities – St Andrew Holborn & Stafford's Charity, Bromfield's Educational Foundation and Lady Elizabeth Hatton's Charity – make grants that provide relief in need, either to individuals directly or through organisations that support individuals. Together they make grants of more than £500,000 a year.

You will be working as part of a small team who support the work of all of these organisations in various ways. While you will be mainly working with the Events Manager, all of the staff are employed by all of the organisations, so the staff are expected to work flexibly to some extent. You will need to be available to work as part of a rota some evenings and some weekends to support events either in the church or in the Courthouse. You will be paid an additional hourly rate for these out-of-hours duties.

There is no requirement for you to be a Christian or a person of faith, but you must be in sympathy with and respect the aims of the organisations for which you will be working.

## **Main responsibilities**

You will assist the Events Manager with the planning and delivery of events. This will include:

- dealing with telephone and online enquiries
- liaising with colleagues as required
- setting up before and clearing up after events (which may include moving some furniture)
- setting up, preparing and clearing away refreshments for meetings and events
- greeting clients and assisting them as required
- assisting with preparing invoices
- updating events diaries within an industry CRM package
- updating and creating social media content

You will also be required to assist with events outside normal working hours (evenings and weekends), for which training will be given and additional remuneration paid. Such events may also include preparing and serving food and drinks.

Mandatory training will be provided in manual handling, food hygiene, first aid and fire safety.

You may also be asked to assist with other tasks within the organisation as required.

## **Principle working relationships**

- The Events Manager (line manager)
- Clients of the trading company

## **Other working relationships**

- The Director and Clerk to the Trustees
- The Site Manager
- The Office Accountant
- The Guild Vicar
- The Associate Vicar

## **Working hours and place of work**

Your main working hours will be Monday-Friday from 9.00 a.m. to 5.00 p.m. including 1 hour for lunch. However, some flexibility is possible and may be required around these hours.

Some out-of-hours working is required in the evenings and at weekends and is remunerated additionally to your salary at a fixed hourly rate.

The nature of the post will typically require you to be present in the office at 5 St Andrew Street, London EC4A 3AF. Some home working may occasionally be possible.

## **Remuneration**

Your salary will be £28,000 per annum to be paid, net of deductions, monthly in arrears.

In addition, and subject to a qualification period, the employers contribute 10% of basic pay to a corporate pension scheme.

## **Holiday**

You will be entitled to 25.5 days paid holiday during the period of this contract. In addition, you are entitled to be paid for all Public Holidays in England and Wales (including statutory and customary). Your holiday entitlement is inclusive of your statutory holiday entitlement.

## **Person specification**

We are looking for a colleague who:

- exhibits a strong commitment to their job
- pays careful attention to detail
- has strong communication and administrative skills
- is quick to learn and exhibits an ability to adapt and implement efficient processes as new tasks evolve
- has the skill and confidence to build good working relationships both within and outside the organisation
- is a self-starter
- is a creative thinker
- has a can-do attitude
- can demonstrate strong IT and social media skills, ideally including a working knowledge of Priava and Adobe Creative Suite
- ideally has experience of marketing
- enjoys working as part of a small team
- is in sympathy with the aims and ethos of the organisations for which they will be working.

## **How to apply**

Please send an up-to-date CV and a covering letter setting out how you believe you meet the main requirements of the post and what you can bring to St Andrew Holborn to:

[vacancy@standrewholborn.org.uk](mailto:vacancy@standrewholborn.org.uk)