

## JOB DESCRIPTION

### Events & Networks Coordinator

<b>Reporting to:</b>	Head of Conferences & Equipping
<b>Department:</b>	CMF Field Team
<b>Location:</b>	CMF's London Office with some hybrid working. Some evenings, weekends and occasional travel involved.
<b>Contract Type:</b>	Full time
<b>Salary:</b>	£30,000-£38,000 depending on experience.

#### Role Purpose

**To help CMF achieve its aims through administration and events management.**

#### Key Accountabilities

- Attend CMF events as required; including major national conferences, day conferences in London, online events, and sometimes regional events within the UK and Ireland.
- Provide strong administration for the running of flagship CMF conferences.
- Support each Department Head in developing event proposals, including timelines, venues, suppliers, legal obligations, staffing, and budgets.
- Work with relevant staff and external agencies to publicise and promote the event.
- Work with all staff to ensure consistency of events.
- Key events management tasks, such as planning, logistics, health & safety admin, insurance, bookings, payments, creation of delegate packs, database administration, technical support, coordination of staff & volunteers, troubleshooting, research, dismantling, and other appropriate tasks.
- Evaluate events: impact reporting, collating feedback and presenting suggestions.
- Support of Catalyst Team Network regional events with support from the Administrator.
- Administration for various smaller-scale CMF events
- Develop technological solutions for project management, such as implementation of project management software.
- Work with regional teams to give advice and support as they deliver their events.
- Office duties including general phone answering, receiving, and hosting visitors, setting up for hybrid meetings and morning prayers, opening post, assisting with external events and supporting the wider team as necessary
- Provide relevant events training to staff and volunteers.
- An active member of CMF's internal Support Staff team.
- Collaborate with the Administrator.
- Covering for other staff during periods of leave.
- Contributing to the life of the staff team, including active participation in daily staff prayers.
- Any other reasonable projects or ad-hoc duties.

## Skills, Experience and Qualifications

### **Essential**

- **Events:** Experience of events or project management.
- **Administration:** A heart to serve others through administration. Able to juggle competing requests and priorities, and respond quickly to challenges.
- **Communication:** Excellent interpersonal and communication skills, and ability to work effectively at all levels in a collaborative team environment. High level of written English; able to write accurately and observe house style.
- **Influencing and negotiating:** Clear and persuasive in written and oral communication with staff and suppliers at all levels. Uses different approaches intelligently. Prepares carefully for key meetings.
- **Analytical and organised:** Excellent organisational skills. Able to set priorities in a busy workload of competing time demands and monitor targets. Able to use own initiative to balance demands of different parts of the job.
- **Managing resources:** Ensures that resources are used appropriately and not wastefully, manages resources in the most cost-effective manner. Ensures that events and projects keep within budget.
- **IT:** Strong Microsoft Office skills, the ability to use social media, design some publicity e.g. using Canva, use project management software and interact with database and email clients e.g. Mailchimp (training will be given where required). Able to cope happily with software environment change.
- **Working relationships:** Proactive, resourceful and takes initiative. Encourages cooperation and exchange of information between team members. Able to exercise appropriate problem-solving skills and diplomacy.

### **Desirable**

- **Creativity and resourcefulness:** Is motivated to work around and through problems and obstacles to achieve prioritised objectives, is resourceful and imaginative in finding effective solutions.
- **Acquiring and applying new skills:** Has expertise in own work area and uses potential to the full, shares knowledge, ideas and experience with the rest of the organisation.
- **Gathering data/generating reports:** Is a guardian of the quality and relevance of any data relating to his/her department, presents data in an accessible and cogent manner, uses data to make well-reasoned cases.

## Christian Ministry

- Under the 2010 Equality Act, schedule 9, there is an Occupational Requirement for all employees and volunteers to be practising Christians.
- A committed evangelical Christian with a strong biblical foundation; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.