
Job Title: Event Project Co-ordinator

Role Profile:

The Lambeth Conference: is a meeting of all the bishops whose churches are part of the worldwide Anglican Communion. Each bishop and spouse is personally invited to attend by the Archbishop of Canterbury. Since its inception in 1857 the conference has been held every ten years or so. The next one is due to be held in the summer of 2020. This is a strategically significant event in the history of the Communion which will define the context of the Communion's work during the twenty first century. The conference will thus be a complex international event which will require considerable strategic and detailed planning. The Lambeth Conference is a separate charitable company fully operational in preparation for 2020.

Role Description: To work closely with the CEO of the Lambeth Conference company with particular focus on helping to plan and deliver against all of the objectives. Much of this will be about helping plan and implement the practical delivery of the conference. This will involve working with the third party event management company, some suppliers, internal stake holders, various volunteer teams to ensure delivery within timescales, budget and expectations.

Reporting to: CEO of the Lambeth Conference Company (LCC)

Term: Fixed term until 31/12/2020

Key responsibilities:

- Be a key player on the Lambeth conference Company Team, willing and able to handle all aspects related to planning and executing such an event.
- Develop and maintain good relations with all stakeholders including: the design group, Canterbury Cathedral, Lambeth Palace, University of Kent, the event management company, the Anglican Communion staff and all volunteers
- Manage some suppliers, obtaining quotes, negotiating costs within agreed budgets
- Working with key volunteers, team leaders and speakers to ensure their roles are clear and their requirements understood.
- Oversee and implement the many processes to ensure a smooth operation is in place to cover all event administration and communications i.e. invitations, bookings, registrations, bursary process etc.
- Play a significant role onsite during the build, running and breakdown of the conference

More specific responsibilities would include:

- With the event management company ensure all areas are delivered satisfactorily
- Oversee the delivery of the 'market place' practically and financially
- Help with people allocation in bedrooms, bible study groups etc

- Oversee publications including those requiring to be printed in foreign languages
- Compilation of the programme in terms of design and printing
- Liaison with speakers, guests and delegates
- Recruit and support volunteers including interpreters and translators with oversight of team leaders of other groups
- Assist with travel and bursary arrangements both before and during the event
- Liaise with the volunteer teams to ensure all delegates are cared for
- Other operational tasks as directed by the CEO
- To play an active part in the worship, prayer times and spiritual retreats that take place both with the Anglican Communion Office and the LCC

Person Specification:

	Essential	Desired
Attributes	Planning & organisation Communication & influence Relationship & Partnership Approach Teambuilding & team player Drive for results Problem Solving & decision making Service excellence	
Skills	Financially numerate Clear communication skills (including across different cultures) Project Management Facilitation	
Knowledge/Experience	Event Management experience Health & Safety Awareness Managing a team Have an understanding of and be sympathetic to the life and work of the Anglican Communion	A relevant qualification Managed events Able to work well with senior Anglican clergy from all regions and cultural backgrounds

Place of work: St Andrews House, 16 Tavistock Crescent, London W11 1AP

Salary: £35,000 pa. Full Time

Pension scheme: 10% paid by employer

Holidays: 25 days + Bank Holidays

Hours: Full time – Normal working hours are 35 hours per week, Monday to Friday with an hour's unpaid break for lunch.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Probation: There is a 3 month probation period.

Lambeth Conference Company is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the grounds of age; colour, race or ethnic origin; disability; gender; gender reassignment; pregnancy and maternity; religion or belief; sexual orientation.

The Lambeth Conference Company is looking to appoint two positions as described. The successful candidates must be able to demonstrate the right to live and work in the United Kingdom.

Closing date: 9th April 2018. Interviews the following week. Please send your completed application form (with CV if available) supported by the names of at least two referees, including a professional and a personal referee to ceo@lambethconference.org References will be requested only for the successful candidate following interview.