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**Job Title: Lambeth Conference – Administrator**

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**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 providing key administrative support ensuring project and implementation plans are executed efficiently. The role will focus on the practical delivery of the conference and the necessary processes to deliver it. The role will liaise and work with various departments, companies', internal stake holders and 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 and the Anglican Communion staff
- Be proactive in collating key information and helping plan the key processes so that implementation, oversight and operations are smooth and effective
- Supporting key volunteers, team leaders and speakers to ensure their roles are clear and delivered well
- Implement the necessary processes to ensure a smooth operation is in place to cover all event administration i.e. invitations, bookings, registrations, bursary process etc.

***More specific responsibilities would include:***

- With the event management company ensure all areas are delivered satisfactorily
- Oversee the market place 'management' and budgets whether or not outsourced
- Allocation of bedrooms, bible study groups etc.

- Support the publications including those requiring to be printed in foreign languages
- Compilation and printing of the programme
- Liaison with speakers, guests and delegates
- Help administratively with those serving the conference i.e volunteers, worship team, interpreters and translators etc
- Bursary administration re travel etc
- Other operational tasks as directed by the CEO
- To play a part in the worship, prayer times and spiritual retreats that take place both with the Anglican Communion Office and the LCC itself

**Person Specification:**

	<b>Essential</b>	<b>Desired</b>
<b>Attributes</b>	Planning & organisation Communication & influence Relationship & Partnership Approach Teambuilding & team player Drive for results Problem Solving & decision making Innovation & change Service excellence	
<b>Skills</b>	Clear communication Project Management Microsoft office suite (word/excel/powerpoint)	
<b>Knowledge/Experience</b>	Proven administrative experience Have an understanding of and be sympathetic to the life and work of the Anglican Communion	Managing complex events Working cross culturally 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:** IRO £25,000-£28,000 depending on experience

**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 successful candidate must be able to demonstrate the right to live and work in the United Kingdom.

**Closing date: 16<sup>th</sup> February 2018. 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](mailto:ceo@lambethconference.org) References will be requested only for the successful candidate following interview.**