



Job Description/Role Profile: Event Co-ordinator

0.6 FTE (21 hours)
Salary: £24,000 pro rata

Ripon Cathedral has a history stretching back almost fourteen centuries. Throughout this time it has offered an unbroken tradition of witness to the Christian faith, both in the city of Ripon and across the region. Our aim is to inspire visitors as worshippers, pilgrims, heritage enthusiasts and tourists, to continue to grow the cathedral community and congregation and to serve those of all faiths and none. First and foremost, Ripon Cathedral is a busy place of mission and worship, but it also welcomes over 100,000 visitors each year, supports an excellent choir, provides a range of educational programmes and opportunities, works in partnership with local charities and partners to support the relief of need, social care and justice, and plays a key role as a major events venue and tourist attraction in the city.

The new role of Event Co-ordinator is being established as part of a new Events Team which will be responsible for creating and implementing a new income-generating Events Strategy, and curating and delivering a programme of secular and commercial events which aligns with the values and mission of the Cathedral.

<p>What you will deliver:</p> <p>Exemplary customer service and event administration: You will ensure that the booking, co-ordination and administration of events is smooth and effective (working closely with the Cathedral Administrator), the correct contracts are in place, invoicing is done accurately and ensure an excellent customer experience for event producers, audiences and contractors.</p> <p>Safe, enjoyable and well-run events: Supporting the Event Manager, you will ensure that safe systems and processes are operated for all events working within established cathedral policies. You will be the primary point of contact for event organisers once bookings are made and ensure all the necessary internal and external co-ordination is carried out to ensure events are planned and executed smoothly. You will also regularly work at events as part of the duty management team including set up and breakdown, logistics and working front of house/bar.</p> <p>Great teamwork: You will maintain positive relationships with external event organisers, partners and suppliers, support the management and training of a team of event volunteers, and work collaboratively across the cathedral teams.</p>	<p>Our values and behaviours</p> <p>We support and share the Diocese of Leeds values of Loving, Living and Learning. We aim to:</p> <ul style="list-style-type: none"> - Love God, the world and one another. - Live in the world as it is, but drawn by a vision of something better, we want to help individuals and communities flourish. - Learn when we get things wrong, by listening and growing together.
<p>Scale and scope of the role</p> <p>Reports to: Events Manager</p> <p>Financial responsibility: You will be responsible for operating financial systems and processes accurately. This will include monitoring event budgets and tracking income and expenditure.</p> <p>Line management: No direct reports. This role may recruit and manage volunteers and contractors working on behalf of Ripon Cathedral.</p> <p>Scope: Your work will focus on supporting the Events Manager to deliver a programme of income-generating events at Ripon Cathedral. It will involve working across multiple staff and volunteer teams and working extensively with members of the public. The post will require flexible working and will involve regular evening and weekend work.</p> <p>Partners: You will work closely with external event companies, contractors and suppliers.</p>	<p>Knowledge, skills and experience needed</p> <p>Proven experience of event co-ordination and administration (E)</p> <p>A track record of working events as duty manager (D)</p> <p>Familiarity with event Health & Safety requirements and putting them into practice (E)</p> <p>Ability to demonstrate empathy for the work of Ripon Cathedral, understanding of and enthusiasm for its overall mission and alignment with its values (E)</p> <p>Good organisational and project management skills. (E)</p> <p>Meticulous attention to detail and ability to maintain accurate records in a fast-paced environment (E)</p> <p>A practical and 'can do' self starter who is able to work on your own initiative (E)</p> <p>Good written and verbal communication skills (E)</p> <p>Strong interpersonal and customer service skills and the ability to work collaboratively with a wide range of staff, volunteers, suppliers and customers (E)</p> <p>Strong computer skills and ability to use full Microsoft Office suite, a full driving licence and access to a car. (E)</p>