

# **The Diocese of Blackburn Events Coordinator Recruitment Pack**

## **Welcome!**

Thank you for taking an interest in this key role as Events Coordinator.

The new Events Coordinator will join a dynamic team who are responsible for the 'Growing Leaders' part of Vision 2026, which is the vision and strategy of the Diocese of Blackburn. You can find out more about who we are and what we do here [Diocese of Blackburn](#).

The Director of Ministry heads up the team as we support the discernment and development of lay leaders and clergy in local churches across Lancashire. As you will see from the attached job description, the Events Coordinator is a highly valued member of the team and is a core part of who we are and all that we do.

The Diocese of Blackburn serves almost the whole of the county of Lancashire with a population of 1.6 million. The Diocese covers an area of extraordinary variety, from the stunning countryside of the Trough of Bowland to the former mill towns of East Lancashire, from the University cities of Preston and Lancaster to the seaside towns of Blackpool and Morecambe. We have churches of all traditions and are strongly committed to the principle of mutual flourishing.

We are praying for a new colleague to join our friendly team. If you think that might be you and would welcome an informal conversation with someone then please contact Sarah McAlister e-mail at the address below.

**Revd Anne Beverley**  
**Director of Ministry**

pa: [sarah.mcalister@blackburn.anglican.org](mailto:sarah.mcalister@blackburn.anglican.org)

## **Blackburn Diocese Board of Finance Ltd**

### **Job Description**

<b>Job Title:</b>	<b>Events Administrator</b>
<b>Salary:</b>	<b>£26,207.00 per annum</b>
<b>Hours:</b>	<b>35 per week (full time)</b>
<b>Location:</b>	<b>Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE</b>
<b>Responsible to:</b>	<b>Director of Ministry</b>

#### **Main Purpose and scope of the post:**

To support the Growing Leaders team in the organisation of a wide range of different events to enable leaders in the Diocese, both lay and ordained to flourish. With specific focus on providing administrative support to the Diocese as it develops the strategic vision to re-define clergy continuing ministerial education and cycle of retreats and sabbaticals.

#### **Background:**

The Growing Leaders team has a wide remit covering the following areas:

- Promotion and recruitment of all new leaders, both lay and ordained, managed by the Vocations Registrar
- Oversight of clergy pre-ordination training and licensed lay minister pre-licensing training
- Training for all authorised lay ministers and a programme of continuing education for all lay ministers overseen by the Warden of Lay Ministry
- Training for newly ordained clergy, (curates), which covers the first five years of ordination, overseen by the Start of Ministry Officers
- Oversight of the M:Power project which is an innovative diocesan-wide training programme for urban leaders
- The management of an eight year cycle of sabbatical and retreat for clergy
- Continuing clergy education, including the administration of training grants
- Retired clergy 'permission to officiate' authorisation

#### **Duties and Key responsibilities:**

- To administer the cycle of retreat and sabbatical for Clergy, including:
  - Liaising with Clergy to ensure they are aware in good time at which point they are in the programme.
  - The organisation of retreats, including booking venues and speakers, controlling the budget, managing bookings and dietary and access requirements.

- To collect relevant KPI data to support the Director of Ministry in providing regular updates to the SMMI project team.
- To provide administrative support to two start of ministry officers, (2x 0.5 FTE) including:
  - Organising residentials and training events, including booking venues and speakers, controlling the budget, managing bookings and dietary and access requirements.
  - Administering the receipt of paperwork and reports to and from curates and ensuring it is seen by the relevant senior team member in a timely manner.
- In conjunction with the Growing Leaders Team maintain a database of sources of external funding available to support clergy.
- Ensure invoices are dealt with efficiently so payment can be made in a timely fashion.
- To work with the Diocesan Retreat Centre as the perfect location for retreats.
- Creation of advertising material for upcoming events, including creating website content, Mailchimp mailings and social media management.
- Establishing a programme of events that considers other Diocesan events and the Church's liturgical calendar.
- To use appropriate software to enable a smooth booking process for participants and also provide useful data for organisers, eg Eventbrite and Microsoft Teams.
- Attendance at events to:
  - Liaise with venue, speakers and organisers to ensure events run smoothly.
  - Welcome participants and speakers.
  - Problem solve last minute hiccups.
- Host on-line events, for example, those on Zoom and Microsoft Teams including:
  - Ensuring all participants have relevant links in good time.
  - Helping participants access the training where necessary.
  - Acting as virtual host to admit participants, control breakout rooms, screen sharing, host controls and trouble shoot technical problems.
- Administer the re-licensing of retired clergy including:
  - Clear and timely communication with retired clergy.
  - Management of safeguarding training and BDS checks.
  - Liaise with Bishop's House and Diocesan registrar for documentation and permissions.
  - Organisation of the annual retired clergy conference, including booking venues and speakers, controlling the budget, managing bookings and dietary and access requirements.

### **Key Relationships:**

- Director of Ministry and the Growing Leaders Team
- CME Officer
- Start of Ministry Officers
- Vocations Registrar
- Warden of Lay Ministry
- Diocesan and Suffragan Bishops
- Archdeacons

- Emmanuel Theological College
- Diocesan Clergy

**Person Specification:**

Criteria		App	Int
<b>Experience, knowledge, training and qualifications</b>			
<b>A</b>	Good level of general education – 5 GCSE's, including English and Maths or equivalent	Essential	✓
<b>B</b>	Proven experience in an office/administration/customer service environment	Essential	✓
<b>C</b>	Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, PowerPoint, Teams, Outlook, Eventbrite and Mailchimp	Essential	✓
<b>D</b>	Knowledge of virtual meeting software, Teams and Zoom	Desirable	✓
<b>E</b>	High standard of written English	Essential	✓
<b>F</b>	Attention to detail in spreadsheets, word documents and all other areas of work	Essential	✓
<b>G</b>	Ability to create advertising material, including for social media	Essential	✓
<b>H</b>	Ability to manage time effectively, use initiative in prioritising work and achieve deadlines.	Essential	✓
<b>I</b>	Good organisational skills	Essential	✓
<b>J</b>	Willingness to accept responsibility and deal with queries on own initiative	Essential	✓
<b>K</b>	Adaptability, flexibility and ability to work as part of team.	Essential	✓
<b>L</b>	An understanding of the importance of maintaining confidentiality, and the handling of confidential documents.	Essential	✓

<b>M</b>	Good communication and interpersonal skills	<b>Essential</b>	✓	✓
<b>N</b>	Professional manner and appearance	<b>Essential</b>	✓	✓
<b>O</b>	Ability to network and build relationships across the diversity of the DBF/ DBE and diversity of our parishes, so that support and expertise can be shared effectively	<b>Essential</b>	✓	✓
<b>Attitudes and Values</b>				
<b>P</b>	Respect and support the values of the Church of England and the work of the Board of Finance	<b>Essential</b>	✓	✓
<b>Q</b>	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	<b>Essential</b>	✓	✓
<b>R</b>	An understanding of the importance of safeguarding practice.	<b>Essential</b>	✓	✓
<b>S</b>	A positive attitude towards training and development	<b>Essential</b>	✓	✓
<b>Other Requirements</b>				
<b>X</b>	A full and operational driving licence and access to own transport	<b>Desirable</b>	✓	
<b>y</b>	Regular evening and weekend work to facilitate training events, for which time off in lieu will be provided	<b>Essential</b>	✓	

### **Outline of Terms and Conditions**

**Employer:** Blackburn Diocesan Board of Finance

**Term of Appointment:** Fixed Term – this role is subject to funding until 31 December 2030.

**Hours:** This is a full-time role based on a 35 hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which will include regular evenings and weekends.

**Location:** The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave:** The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

**References:** Appointment will be subject to the receipt of satisfactory references.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give one months' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Employee Assistance Programme:** Employees of the BDBF are entitled to the Mediacash Employee Assistance Programme following their second month of employment. Mediacash is available to all employees whose contracts exceed 3-months from their continuous start date.

**Right to work:** The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**