

Volunteer Role Description – Event co-ordinator	
Name of church/body	All Saints Church
Role title	Event co-ordinator
Main purpose of the role	To ensure that hirers have all that they require for their booking and that their event runs smoothly, and to have oversight of a team of volunteer hosts who will welcome the hirer on the day of their event
What you will be doing	<ul style="list-style-type: none"> • Contact hirer after booking made and agree what needed, using booking form the hirer has completed • Decide if hosts are needed for event and what further action needs to be taken, eg café use, room set up etc take action as required • Contact and allocate hosts, brief hosts • Be contactable by host during big events • Pass on information regarding booking to other management team members eg cleaning and set up/down requirements • Be part of and meet weekly with other members of the management team
Number of hours a week	3 - 10 hours a week depending on the number of bookings, some weeks will be busier than others and there may be more work initially as we establish a team of hosts
When and where you will be doing it	Much of this role can be done from home at your convenience, for example making contact with hirers and discussing their requirements, and organising and allocating hosts. You will need to be available for a weekly meeting (possibly online) with the management team and you will need to be contactable during big events in case a host needs you urgently.
Benefits to you	This is an exciting role that gives you the opportunity to welcome hirers to the church and help ensure that they have a positive experience. It is a great role for people interested in event management and for those keen to see these aspects of the church's mission in reaching out to the community, thrive. You will work alongside others to help make sure the church is inclusive and welcoming to everyone.
Person specification	Well organised and enjoys event management Comfortable calling and speaking with new people Happy recruiting and co-ordinating a team of volunteers

	Easily contactable
Disclosure & Barring Service (DBS) Requirements	DBS
Who you will be responsible to	The Rector (or Associate Priest during the vacancy)
Training requirements	Church systems and policies
Support you will be given	The team of Hosts and other members of the management team
General information	We plan to welcome hirers to all sorts of events to the church space. These might range from a small hire for a baby singing class or an art exhibition of a local artist, these could run whilst the church is open during the week and so would require simply a welcome from a host. Other hires might be much bigger such as a concert or a wedding reception and these would require multiple hosts and more hours spent onsite by hosts.

Created by: Hannah Higginson	Date: May 2023
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All role descriptions are draft at this stage and subject to change

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.