

JOB DESCRIPTION AND INFORMATION

Event Co-ordinator, Satellites

Employment:	Full-time
Hours:	40 hours per week, Monday to Friday (some variation around events)
Location:	Bute Mills, Luton
Salary:	£27,000 (dependent on experience)
Start date:	From January 2024
Reports to:	Event Manager

About Satellites

The Satellites Event for young people brings together thousands of teenagers, youth leaders and volunteers each Summer for five days of faith-building fun. Our vision is to help young people learn to put God at the centre of their lives, all year round. The event includes worship, teaching and ministry, plus a diverse programme of activities from sports to arts programmes, relevant talks and late-night fun. We are now moving into an exciting phase of growth and development, with over 4,000 people expected to attend in Summer 2024.

About this role

The Event Co-ordinator will play a vital role at the heart of the Satellites team, helping to hold together many of the key functions that make the event a success.

Working as part of a dynamic team, you'll get to be involved in every element of the event, from inputting into creative discussions around the programme, to ensuring we are taking the best possible care of our guests. You'll also play a major role in forming and looking after our amazing volunteer team, both at the event and throughout the year. You'll be highly organised, great with people, and happy to manage competing tasks and priorities.

This is an exciting opportunity for a motivated team player, who gets excited about the potential of a youth event to transform young lives through the love of God.

KEY RESPONSIBILITIES AND TASKS

1. To help co-ordinate the planning and delivery of the Satellites event, as part of a small team
2. To oversee and deliver the recruitment and management of the volunteer team for the event
3. To book, liaise with and support speakers and other contributors to the event, organising transport and accommodation, and ensuring contracts are properly completed
4. To oversee an accessibility and inclusion strategy for the event
5. To co-ordinate the planning and delivery of our event venues
6. To fulfil wider responsibilities as a member of Youthscape's team

DUTIES AND TASKS TO FULFIL THE KEY RESPONSIBILITIES

1. To help co-ordinate the planning and delivery of the Satellites event, as part of a small team

- 1.1 To work as part of a small team responsible for delivering the Satellites event. This role will focus on the logistical side, with some input into content and programme.
- 1.2 To work on various aspects of the event, as directed by your line manager, implementing the event plan and ensuring that this is completed safely and on schedule.
- 1.3 To be a key team member on site during the annual event (2-6 August in 2024, plus set up and pack-down days either side) and take on all reasonable roles and responsibilities.
- 1.4 To contribute fully to the debrief and follow-up from the event.
- 1.5 To attend team meetings and take / distribute notes when necessary.

2. To oversee and deliver the recruitment and management of the volunteer team for the event

- 2.1 To support the volunteer team for the event, including answering questions, processing feedback and producing and updating role descriptions.
- 2.2 To build and develop relationships with our existing network of volunteers.
- 2.3 To continue to grow a network of volunteers around the UK who will serve at the event, through new and existing means such as but not limited to, regional events, marketing and networking.
- 2.4 To manage a robust DBS checking system, in consultation with our safeguarding team.
- 2.5 To maintain relationships and communication through the year with our volunteers, including running training and recognition/appreciation activities.

3. To book, liaise with and support speakers and other contributors to the event, organising transport and accommodation, and ensuring contracts are properly completed

- 3.1 To work alongside the programme team to identify contributors to the event, and to manage relationships with these contributors.
- 3.2 To organize contracts for contributors, ensuring these are returned and filed in a timely manner, and to obtain biographical information and photos as needed.
- 3.3 To organize transport, accommodation and expenses, in liaison with the finance team.
- 3.4 To support and answer questions from contributors through the year.

4. To oversee an accessibility and inclusion strategy for the event

- 4.1 To work with the planning team to ensure that Additional Needs among guests and team are identified and provided for.
- 4.2 To work to improve our diversity and inclusion across the board, in line with Youthscape's wider commitment to this goal.

5. To co-ordinate the planning and delivery of our event venues

- 5.1 To work alongside the wider event team to ensure that Satellites has a broad and balanced range of venues.
- 5.2 To oversee the décor and aesthetic of these venues, ensuring an engaging and broad range are delivered within budget.
- 5.3 To support venue leads, identify and troubleshoot issues, and implement improvements across our venues.

6. To fulfil wider responsibilities as a member of Youthscape's team

- 6.1 To participate, as required, in meetings, training and development, and staff activities within Youthscape, including our weekly chapels on Mondays at 9am and attendance at three 48-hour retreats each year.
- 6.2 To participate – along with all staff – in the Youthscape innovation process, including contributing ideas and attending occasional creative meetings
- 6.3 To play a significant role in the planning and delivery of the National Youth Ministry Weekend event each November.
- 6.4 To carry out other reasonable and relevant tasks as required by your line manager.

PERSON SPECIFICATION

Skills and Experience:

- Excellent inter-personal skills (vital)
- Self-motivated / self-starter
- Adaptable / flexible
- Implementer
- Ability to multi-task
- Good at building new relationships
- Good administration skills

Knowledge:

- Awareness of Christian youth work in the UK
- Some event experience highly desirable
- Some experience of recruiting and managing volunteers desirable

Values and Ethos

- There is an occupational requirement for this role to be held by a committed Christian.
- The successful candidate will be committed to the church's work to serve and engage young people and may be involved in youth work personally.



TERMS OF EMPLOYMENT

Youthscape benefits from a committed team who work closely together and have built a strong team culture. The Event Co-ordinator will be key in the smooth running of the event office, and therefore this role will be office based in Bute Mills, our Luton HQ. The successful candidate will be able to commit to being in the Luton office for at least four days each week.

Our office core working hours are 9am to 5.30pm. This is a full-time role.

Staff benefits include:

- 25 days paid holiday (plus bank holidays) rising to 27 days after three years and 30 days after five years service
- Additional annual salary increases within a pay band
- Three staff retreats each year
- Annual training allowance
- One-month paid sabbatical after eight years service
- Apple Macbook Pro provided

HOW WE WILL RECRUIT

Potential applicants are welcome to contact the Director of Youthscape Events, Martin Saunders, with questions in advance of making a formal application at martin.saunders@youthscape.co.uk.

The application deadline is 5pm on Friday 1st December 2024.

Applicants must complete our standard application form and may also choose to enclose a covering letter addressed to the Director of Youthscape Events.

Applications will be assessed against the job description and person specification and successful candidates will be invited for interview. Notification will be made by 5pm on Tuesday 5th December.

Interviews are planned for Monday 11th December 2024.

As part of our commitment to safer recruiting practices, we will carry out a series of checks and references for any candidates offered the role.

The successful candidate will be asked to start in January 2024 if possible. We do however recognise that there may be notice periods from previous employment to be honoured.