

Administrator & Events Facilitator

JOB DESCRIPTION

Job Title:	Administrator & Events Facilitator
Employing Body:	The Methodist Church at Coventry Central Hall
Location:	Methodist Central Hall, Coventry
Responsible to:	Staff Management Team/ Minister

Purpose of the job:

Ensure smooth running of events – from bookings to delivery and follow up.

To support and assist in the marketing and running of the Conference Centre in accordance with business needs.

Main Duties will include

- Liaise with customers by telephone, email, letter and in-person, to provide quotations and ensure customer requirements are met.
- Assist with maintaining the bookings diary to maximise room utilisation and availability.
- Assist in the organisation and supervision of events.
- Assist in marketing the events business by utilising social media.
- Assist in the preparation of rooms for events.

Any other duties and responsibilities within your capabilities and level of responsibility, in order to meet the needs of the Church and/or business.

Terms and Conditions

- Terms of appointment: Temporary part time - initially 6 months – may become permanent
- 22.5 Hours per week
- Salary will be living wage
- There is a contributory pension scheme into which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Working hours are 22.5 hours per week Monday to Friday. Normally weekdays 1.30pm – 6pm however the nature of the job requires flexibility to fit in with the business and will include some weekend working.
- 20 days annual leave entitlement excluding public holidays (worked out pro rata) although for business reasons it may be necessary for these to be worked with days holiday given in lieu.

- Appointment is subject to a satisfactory standard Disclosure & Barring Service (DBS) Disclosure.
- Appointment will be subject to satisfactory references
- Appointment is subject to the completion of a satisfactory probationary period of three months.

Last Date Modified: July 2021