

All Souls Church, Langham Place

2 All Souls Place, London W1B 3DA Tel: 020 7580 3522

Website: www.allsouls.org



Growing an international community to reach a multicultural society for Christ

Job Description – Event Team and Volunteer Coordinator

All Souls Today

In the heart of London's West End, All Souls is a conservative evangelical Anglican church with a large and diverse congregation. We seek to use our rich inheritance, our exciting location and our diverse membership to co-operate with God in the extension of His Kingdom. This is reflected in our church vision: growing an international community to reach a multicultural society for Christ.

All Souls welcomes a total of over 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. This membership is made up of around 60 nationalities and, whilst a significant group would be in their 20's and 30's, we have a wide spread across all age ranges, including active student, children, youth and families work.

Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation. Within a three year period, perhaps as many as 70% of the congregation will have moved on. We see this as a great opportunity, as people go from All Souls to many parts of the world. However, it also presents challenges in both building teams of people equipped to serve the church body and caring well for people pastorally.

For further information about the whole range of All Souls activities and the staff team, please refer to our website: www.allsouls.org

The Role

A lot goes on in our Parish, with nearly 1500 church family members involved in activities across our ministries, and alongside our main Sunday services we have church and ministry events taking place every day and evening throughout the week, nearly every day of the year.

To help run these events we have a team of 6 staff (called Church Assistants), generally school or university leavers from around the world who we employ for a year to help support all these activities. The role of Event Team and Volunteer Coordinator is a key post responsible for both running the Church Assistant team and administering the recruitment, training and support of volunteers (called Serving Partners).

Principal Responsibilities

- Responsibility for day to day supervision of the Church Assistant (CA) Team and the overall CA programme. The programme comprises both practical and spiritual elements that are lead and assisted by a range of staff.
- Responsibility for administering the recruitment of church family members to fill parish serving (volunteering) needs.
- Responsible for arranging training and support for practical serving team leaders.

Key tasks:

Church Assistants: (approx 20hrs per week across five days, seasonal variations)

- Day to day supervision and support of the CA team as they work shifts to provide event and buildings support day and evening seven days a week.
- Work closely with the Bookings Coordinator (responsible for booking events and compiling CA shift rotas) to set sustainable shift patterns and if necessary refuse booking requests.
- Work closely with the Facilities Coordinator (responsible for fabric and repairs and maintenance) to ensure buildings related regular and one-off tasks are allocated to CAs
- Develop and oversee the August CA induction programme. Provide additional evening /weekend support and training to CAs in September/October as they learn regular events.
- Be available as the after-office-hours emergency phone contact for evening/weekend duty CAs and other staff members. Provide/organise shift cover at short notice where required.
- Develop an excellent understanding of regular events and all available event resources to provide effective support and assistance when needed.
- Complete First Aid and Fire Marshall training. Liaise with the Buildings Team on issues of Health and Safety (and security).
- Liaise with CAs and the Bookings and Website coordinator during the completion of rotas 1-2 months in advance. Forward planning is essential to make sure that CA availability and skills match up to venue, event, facilities and other regular CA tasks.
- Ensure that CA placements, theological training and time with their mentors are treated as high priorities and that this time is not overtaken by other duties. Meet regularly with the mentors to pray and discuss team dynamics.

Serving Partner (volunteer) Coordination: (approx 15 hrs per week)

- Run the established processes and systems that support the administration of Serving recruitment.
- Act as point of contact for parish serving (volunteering) enquiries.
- Responsible for training practical serving area team leaders.
- Working with HR administration produce volunteer agreements and guidelines for serving roles.
- Give advice on volunteering and the law.
- Work with practical serving area team leaders to develop training and induction for church members joining teams.
- Develop initiatives for expanding the numbers of Serving partners at All Souls.
- Where necessary link team leaders to a ministry team member or small group leader for pastoral support.
- Along with other members of the staff team provide general support and backup for ministry activities during the year.

The Person

We are looking for someone who is:

- Totally committed to the evangelical stance and mission of All Souls Church
- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing to people from a variety of

- cultural backgrounds
- Ability to communicate to large or small groups
- Excellent organisational and time management skills which demonstrate a structured approach with attention to detail, and an ability to prioritise and use initiative to balance the various demands of the job
- A hard worker with a servant-heart
- A customer service focus
- A flexible team player

Details

Hours

This is a full time job, Monday to Friday, 35 hours per week excluding lunch breaks. Additional hours worked may be variable for which time off in lieu can be taken, by arrangement with your line manager. Annual leave is 25 days per year plus bank holidays.

Salary & Pension

The starting salary is £25850 p.a. including London Allowance. The church pays a 7.5% pension contribution.

Application

If this role is of interest to you please send the following to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV
- A completed application form
- A letter explaining why the role is of interest to you

Informal enquiries:

Please email aileen.austin@allsouls.org

Application closure:

Sunday 30th July 2017

Interviews:

Planned first interview w/c 31st July 2017
Second interview by arrangement

Start date:

ASAP