

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Facilities and Events Coordinator
Salary Grade	£24,000-£27,000 pa FTE, dependent on experience
Reporting to	Social Enterprise Development Manager
Days and hours	20 hours per week flexibly over the week, ideally over 5 days Fixed Term for 12 months [with option to extend dependent on business planning] 3 month probationary period
Place of Work	Church Office, St Laurence Hall, The Shambles, Stroud
Date of issue	January 2025
Closing date	Tuesday 4th Feb at 5pm

This is an exciting opportunity to provide planning and administrative support for the development of faith-based social enterprise located in our town centre venues, under the umbrella of the award-winning Stroud Centre for Peace & the Arts (see Appendix for more information). You will be building on the foundations of an initiative that has been developing over the past two years, supporting our vision of “exploring together what a town centre church can be”. We are passionate that the church and rooms become a focal point for the community, focussing on the arts, ecology and social action for people of all faiths or none.

As we continue to revitalise and regenerate St Laurence Church and its adjacent Church Hall (“The Well” and “Upper Room”), we are looking for a Facilities and Events Coordinator, to support delivery of projects/events, in parallel with developments already underway. You will coordinate the facilities and events taking place across the two buildings; receiving input from enthusiastic and knowledgeable Board members, volunteers and other stakeholders, along with the support of a new Social Enterprise Development Manager (also being advertised), and a Caretaker, alongside a team providing administrative support to Stroud Parish Churches (a family of 9 churches and 4 halls across Stroud).

Continuing to build on relationships with users already using our facilities (support groups, choirs, orchestras, festivals, markets), we want to become a local hub for these, and for more community groups and potentially, Artists in Residence; you will enable these groups to hold events in our venues to generate revenue, and to build community. Working closely with the Social Enterprise Development Manager, and with our Caretaker, you will also deliver on ideas of what we could do to update our facilities and make them more attractive.

Strong organisational skills will be essential, as well as good customer service, and teamwork.

You will receive an attractive benefits package: competitive salary; excellent pension scheme; 25 days holiday FTE (plus bank holidays); mobile phone and laptop provided.

Please get in touch with Peter Chester for a chat if you would like to know more on 0777 333 9345 or email peter.chester@stroudparishchurches.org.uk; applications should be made by CV with cover letter, to jodie.calcutt@stroudparishchurches.org.uk

JOB DESCRIPTION

	Responsibilities and Accountabilities	Nature and Scope of Role
1	Facilities management To be responsible for St Laurence church and rooms, identifying areas that require maintenance and / or improvement.	Create and maintain a maintenance schedule for St Laurence Church, buildings and grounds Identify any maintenance issues requiring attention and arrange for issue to be resolved Identify areas of improvement required and either arrange for improvement to be undertaken or refer to church warden(s) Ensure actions identified in relevant risk assessments are undertaken and update risk assessments accordingly Ensure St Laurence Church, buildings and grounds meet health and safety requirements Maintain a budget for St. Laurence rooms
2	Events management To be primary point of contact for hire events in St Laurence premises	Arrange for hirers of St Laurence Church and rooms to gain access for events as appropriate Meet and greet event organisers as required Ensure adherence to guidance regarding event suitability – referring to Church Warden(s) and/or ministry team if appropriate Liaise with caretaker re staging, chairs etc. set up Ensure appropriate hosting of events

3	Venues administration To provide administrative support to booking system and bookings	Act as primary contact point for booking system • Confirm appropriate documentation provided (e.g. event Risk Assessment) • Approve bookings on system, raising queries if necessary • Ensure appropriate PRS and other licence fees are collected • Raise invoices on system and chase payments
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PERSON SPECIFICATION

Attributes	Essential	Desirable/willing to receive training
General	A commitment to reflect the ethos of the Church as the Stroud Centre for Peace and the Arts, in all dealings with volunteers, congregation members, venue users and visitors To offer high quality customer service to all colleagues and visitors Ability to deal with sensitive and confidential situations	
Qualifications and Training	Good general standard of education, including GCSE English and Maths or equivalent	Appropriate Admin or IT qualifications
Experience	Previous office/clerical experience Previous experience of working with the general public in a customer-focussed environment Previous experience of dealing with sensitive and challenging situations	Experience of working with the church, either in a voluntary or paid capacity Managing events
Knowledge, skills and abilities	Strong IT skills	Use of, Microsoft Office, Google Docs, Google Mail and/or Church Suite Understanding of the workings of Church of England teams
Personal Qualities	Professional Friendly and welcoming Patient Active listener, both face to face and over the phone Ability to work independently and as part of a team Ability to work under pressure using initiative to prioritise conflicting demands Able to follow defined duties but capable of using initiative	

	Respectful of people of all backgrounds and cultures Good eye for detail	
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STROUD CENTRE FOR PEACE & THE ARTS

Peace through faith, the arts, ecology & justice

Mission

Exploring together what a town centre church can be:

- A place of welcome, a place to be, open to all, just as they are
- A spiritually nourishing resource for all who enter its sacred spaces
- A centre for the flourishing of activities that promote peace, in its broadest and deepest meanings
- A place of encounter with diverse Christian and other faith and wisdom traditions
- A vital part of the physical, cultural and social fabric of the town

For a deeper understanding, see the following:

“Stroud Centre for Peace & the Arts - The Essentials” (statement of values and principles, on themes of Peace, Faith, the Arts, Ecology & Justice)

“St Laurence Regeneration Programme: Vision for the regenerated site”