

## Christian Concern | Role Description

# Events Administrator

## Mission

Christian Concern is building a movement of Christians that brings the hope of Jesus Christ to the heart of society.

## Purpose

Your role is to organise great events that bring people into the Christian Concern movement and empower them to play their part in bringing the hope of Jesus to the heart of society.

## Context

|                             |   |
|-----------------------------|---|
| Role title:                 | Events Administrator  |
| Team:                       | Events  |
| Line manager:               | Events Team Manager   |
| Direct reports:             | None  |
| Key internal relationships: | <ul style="list-style-type: none"><li>• Church partnership team</li><li>• Supporter engagement team (communications and events)</li><li>• Senior management team</li></ul>  |
| Key external relationships: | <ul style="list-style-type: none"><li>• Existing and potential supporters</li><li>• Churches and church leaders</li><li>• Event organisers and church contacts</li><li>• Volunteers</li><li>• External speakers</li></ul> |

## Priorities

In summary, this is what we think would constitute success in this role:

- **Brilliant events that connect people with our ministry and grow the movement:** we want events that get great reviews from current and potential supporters, connect them with our ministry, grow the movement, and deepen relationships. We're looking for events that are well attended, well organised, attractive, have just the right content for the audience, are on budget, and result in those coming having a greater connection to the Christian Concern movement.
- **Great reviews from external contacts:** we want to hear that church leaders, external event organisers, volunteers and others you deal with, love working with you. We want to hear them say things like 'organised, professional, friendly, helpful, enthusiastic and positive'.
- **Great reviews from colleagues:** we want those who are speaking and helping at events to feel excited, enthused and empowered by working with you, and to feel well-briefed and supported, before, during

and after the event, so that they can focus on delivering their best. And on a day-to-day basis, we want those across the organisation to enjoy working with you and to have confidence that events will be delivered efficiently, professionally and in line with our mission, values and objectives.

- **Brilliant logistics and processes:** we want logistics that are efficient, cost-effective and so smooth that they're hardly noticed. We want to see a stock room so tidy and well organised that it's beautiful, and resources that are amazingly creative and attractive. We want to see technology being used to make things as efficient and easy as possible. And we don't want last minute crises or costly mistakes!
- **A model ambassador for the Christian Concern movement:** we want to see in you a model ambassador for our ministry - someone who inspires and equips others, especially those who help at our events. We want to see winsome, warm, persuasive communication, fuelled by knowledge of our ministry, that is effective in bringing people into the Christian Concern movement and helps the relationship to grow.

## Main responsibilities

- 1 **Managing and maximising Christian Concern visits to churches and groups – for example:**
  - Ensuring requests from churches and other groups for speakers from Christian Concern are processed accurately and promptly
  - Liaising and managing practical details with organisers
  - Speedy liaison with potential speakers and confirmation
  - Booking and briefing helpers
  - Organising travel and accommodation for speakers and helpers, as needed
  - Providing briefing (including written notes) for speaker
  - Identifying ways to maximise event (e.g. selecting appropriate resources and materials, suggesting promotional ideas etc.)
  - Ensuring events are appropriately profiled and promoted through both Christian Concern and external channels (including, where necessary, production of promotional materials)
  - Liaising with our creative, design and communication teams to maximise event impact
  - Organising materials, travel, accommodation, logistics, expense payments and appropriate record-keeping for such events
- 2 **Managing and maximising Christian Concern visits to festivals, conferences, exhibitions and similar events – for example:**
  - Researching and booking display opportunities at exhibitions, festivals and conferences
  - Booking and briefing helpers
  - Organising materials, travel, accommodation, logistics, expense payments and appropriate record-keeping for such events
  - Suggesting and implementing ways to maximise the impact for Christian Concern
  - Liaising with our creative, design and communication teams to maximise event impact
- 3 **Assisting with the delivery of other events organised by the events team – for example:**
  - Organising materials, travel, accommodation, logistics, expense payments and appropriate record-keeping for events
  - Attending and serving at events
  - Assisting in other ways, as directed
- 4 **Managing materials and resources for events – for example:**
  - Managing stock-levels of resource materials (e.g. booklets, Wilberforce Publications books) and promotional materials (e.g. banners) used at events
  - Ordering resources and printing as required (including minor updates of materials)
  - Ensuring tidiness and good order of stock room
  - Ensuring relevant materials are packed for events (and managing volunteers and others in assembling resources, where possible)
  - Ensuring resources and materials are transported to and from events in a timely and efficient manner
  - Ensuring good record-keeping and reporting

- 5 **Assisting with initiatives to improve internal processes and effective delivery of events – for example:**
  - Assisting with training and development of event volunteers and speakers
  - Assisting with projects to improve internal team processes
  - Assisting with projects to improve the effectiveness and impact of our events
  
- 6 **Performing other reasonable duties as required – for example:**
  - Providing cover for our supporter relations and office services teams
  - Carrying out other reasonable activities necessary to ensuring that the work of Christian Concern and the Christian Legal Centre is carried out effectively

## Key characteristics

This is what we think you'll need to be to succeed:

- **Godly:** you'll need to love God and others, to be passionate about our vision, want to see Jesus made known and be committed to our mission.
- **Servant-hearted and helpful:** you'll need to have a strong desire to serve and help others, even when it potentially creates more work for you, and able to listen well. You'll need to be able to remain calm, patient and positive, even when you encounter challenges.
- **Personable and welcoming:** you'll need to be genuinely interested in others, have a friendly demeanour, and be able to make people feel welcome and naturally put them at ease.
- **Professional:** you'll be communicating with a wide variety of stakeholders in the office and at events, so you'll need to be able to relate appropriately, and be smart and professional in appearance.
- **Enthusiastic and persuasive:** you'll need to be enthusiastic and persuasive about our ministry, able to deal with objections and effective in building support for our work. You'll need to be a brilliant model for those who help at our events and to advocate for our ministry.
- **Able to bring clarity and order:** you'll need to be able to bring clarity and order where it doesn't already exist.
- **Able to cope with some ambiguity:** you'll need to be able to cope when information, instruction or guidance is incomplete and to continue to function well and make good decisions.
- **Responsive and flexible:** you'll need to cope with interruptions to your planned work, responding to queries and short-notice requests, without it causing you stress or frustration. You'll need to be comfortable with the fast-paced, responsive culture of the organisation, and to be effective at multi-tasking, even relishing the variation that it brings.
- **Organised, structured and reliable:** you'll need to deliver on your routine responsibilities and delegated tasks, on time, without reminder and 'right first time'. Once something is given to you we need to know that it will be done, and we don't want to be chasing you or sending things back for another attempt. You'll need an effective system of personal organisation and work-planning, and to embrace technology and build in mini-processes to your working pattern that improve your efficiency.
- **Able to scope and manage projects:** you'll need to be able to break down a bigger project into constituent parts or phases, plan them accordingly and then make them happen, on time and on budget, without needing to be chased.
- **Attentive to detail:** you'll need to care a lot about detail and the way that things are presented – whether that is the way that refreshments are set up at an event, or the way that information about logistics is communicated in an email.
- **Excited by beautiful things:** whether it's a leaflet, a webpage or an exhibition stand, you'll need to love attractive, well-designed things that communicate effectively and connect with people.
- **Delight in identifying and implementing improvements:** you'll need a strong desire to improve our supporters' experience, the quality of our events and the effectiveness of our internal systems, and the drive to take that desire through to implementation. You'll also need some 'systems thinking' that

enables you to spot problems with processes and bring positive change.

- **Able to see the bigger picture:** you'll need to look beyond routine tasks and processes and remember why they exist and what they seek to achieve for the organisation. At times, you will need to suggest or find better ways of doing things in light of the bigger picture.
- **Supporter-minded:** you'll need to be able to put yourself in the shoes of our supporters, potential supporters and church contacts, and think about how we can best do things to serve them and connect them with our ministry.
- **Collaborative and communicative:** you'll need to be an excellent team-player, keen to work with and help colleagues and our volunteer team, and proactive in communicating well about what you are doing and what you need from others.
- **Proactive:** you'll need the drive to solve problems and overcome obstacles.
- **Eager to learn and grow:** you'll need to be keen to improve, develop and be stretched, and to value feedback, whether positive or negative.

For more detail about what we're looking for, see the person specification below.

## Person specification

| Vision and values   |           |
|---|-----------|
| Passionately supportive of Christian Concern and the Christian Legal Centre's vision, mission, ethos and our stance on campaign issues and cases  | Essential |
| Willing to represent us and our message and mission through various channels (e.g. through public-facing role at Christian Concern events, email communications with supporters)  | Essential |
| Willing to lead prayer and biblical reflection, and participate in our weekly prayer meeting  | Essential |
| Committed to our Christian beliefs (as set out in our statement of faith) and to living and working in accordance with them, to recognising the authority of the Bible in all matters, and to maintaining your own discipleship of Jesus and being a good role model inside and outside the organisation. | Essential |
| Existing understanding of Christian Concern's main campaign issues and the theological principles underpinning our approach   | Desirable |
| Character and temperament   |           |
| Takes responsibility, keeps projects on track despite setbacks, and hits deadlines  | Essential |
| Highly organised, great time management, able to prioritise, takes a structured approach to work and can be relied upon to execute routine and delegated tasks without reminder   | Essential |
| Works effectively when supervision or structure is limited, takes initiative, overcomes obstacles and takes proactive approach to problem solving   | Essential |
| Works effectively in a rapidly changing and pressured environment, can cope with change and uncertainty, continuing to communicate and work well with others  | Essential |

|  |           |
|--|-----------|
| Good attention to detail, committed to accuracy and precision  | Essential |
| Likes to improve things  | Essential |
| Creative and innovative, with an eye for beauty and good design  | Essential |
| Friendly, positive, patient and helpful in dealing with others, even when under pressure or time is short  | Essential |
| Enthusiastic and persuasive communicator, able to promote our ministry winsomely and warmly  | Essential |
| Eager to grow and benefit from training  | Essential |
| Willing to work flexibly when needed, including occasional working out of normal office hours  | Essential |
| <b>Experience</b>  |           |
| Experience in planning and running events  | Desirable |
| <b>Skills and knowledge</b>  |           |
| Excellent written and spoken communication skills, and high standard of phone and email etiquette  | Essential |
| Excellent office IT skills (e.g. using Office 365)   | Essential |
| Ability to quickly grasp our 'voice' and our 'message' on our issues of interest   | Essential |
| Good knowledge of digital and other marketing / promotional methodologies  | Desirable |
| Working knowledge of graphic design and image editing and / or working knowledge of website content management (e.g. WordPress) and email marketing tools (e.g. MailChimp) | Desirable |
| <b>Qualifications</b>  |           |
| Degree level qualification (in relevant subject) or equivalent experience  | Desirable |
| Full, clean UK driving licence   | Desirable |
| <b>Other</b>   |           |

### **Additional Information:**

You may be required occasionally to carry out other reasonable activities necessary to ensuring that the work of Christian Concern and the Christian Legal Centre is carried out effectively.

There is an occupational requirement that the successful candidate be a practising Christian, committed to the upholding the Christian Concern statement of faith in lifestyle and belief.

**For office use:**

|                 |              |
|-----------------|--------------|
| Role reference: | 2604/EA      |
| Created:        | 1 April 2026 |
| Updated:        | 1 April 2026 |
| Version:        | 1.0          |