

# JOB DESCRIPTION

## Event Planning Coordinator

<b>Purpose</b>
Oversee the planning and organising of our key events, ensuring all ministries are supported and resources (staff and volunteers) are used effectively throughout the year.
<b>Key Tasks and Responsibilities</b>
<ol style="list-style-type: none"><li>1. Plan and organise all Tier 1 Heart Church events, Vision Sunday, Mothers Day, Easter, Fathers Day, Christmas Spectacular and Carol service.<ul style="list-style-type: none"><li>○ Project manage them, planning schedules and dates, ensuring communication and cohesion between all departments; logistics, operations and creative, etc.</li></ul></li><li>2. Planning and coordinating the provision of technical and creative support to our ministry events (e.g. Heart Women, Heart Week, Alpha, Youth, YA, Pastoral Team nights, Creative Team nights, Heart Prayer etc.) to ensure our resources are spread across the events effectively throughout the year.</li><li>3. Oversee the events budget ensuring it's distributed effectively to each event throughout the year.</li><li>4. Manage the Heart Church calendar, liaising with key managers, actioning updates, gathering information, flagging potential clashes, sending out the calendar and notifying people of any changes.</li><li>5. Support the running of Sunday Review &amp; Planning Meetings:<ul style="list-style-type: none"><li>○ Take note of any actions and email this out to those with actions.</li><li>○ Oversee Planning Centre, including running orders, organisation of events, rotas etc.</li></ul></li><li>6. Manage the administration of the Ministry Rota. Ensure it's communicated effectively throughout the year, updating people when changes are made, reminding people to complete the Service + Event Content form, identify where there are gaps and key staff are on holiday.</li><li>7. Ensure Sunday attendance and team attendance is recorded on ChurchSuite and provide information as required.</li><li>8. Work as part of the Heart Church staff team and assist with other activities as required.</li></ol>
<b>Financial Authorities</b>
Events Budget
<b>Reporting Line</b>
Creative Team Manager

September 2022

