



Solas (Centre for Public Christianity)

JOB DESCRIPTION

1. POST DETAILS

1.1	JOB TITLE	Events and Church Network Co-ordinator
1.2	LOCATION	Dundee, Scotland initially, with the potential for a hybrid role after probation.
1.3	REPORTS TO	Events Manager
1.4	TIME	Full-time (with a one-year probation period)
1.5	SALARY	£20-25k (dependent on experience)

2. PURPOSE OF JOB

- a. Co-ordinating three key aspects of delivering events for Solas:
 - a. Event management: managing the full lifecycle of an event, especially working with churches once they've said "yes";
 - b. Marketing: finding ways to promote to churches + networks of churches + bible colleges + ministries + conferences etc. what Solas can offer;
 - c. Networking: meeting with and building relationships w/ churches etc. and encouraging them to book us.
- b. Active participation in the spiritual, devotional, and prayer life of Solas.

3. KEY ACCOUNTABILITIES

3.1. Event Management

- a. Development, production and delivery of events
 - I. Partner with the events manager to deliver existing established events and programmes.
 - II. In partnership with the local church / organisation from proposal to execution agreeing on what type of event will be delivered and the appropriate price/cost.
 - III. Delivering events on time, that meet or exceed expectations and align with ministry values and objectives.
 - IV. Inviting and corresponding with outside speakers to speak at events where additional speakers are required.



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- V. Setting, communicating, delegating and maintaining timelines and priorities on every event.
 - b. Liaising with the Director and Assistant Directors about prospective Events that have materialised out of their networking efforts.
 - c. Involve appropriate support staff / networking at all events, including
 - I. the Solas stall, which shares information about the activities of Solas, and provides resources such as books);
 - II. capture the required contact information for addition to our newsletter database, donor base (if they sign up to become a donor through the Book Offer).
 - d. Maintain running schedules for each event, and website with correct event details.
 - e. Aid the graphics designer with information concerning promotional images, printed flyers and programmes for the events.
 - f. Liaise with event partners regarding audio and visual equipment, room layouts, and all other logistics.
 - g. To follow up with the organisers after the event and collect and analyse feedback from the event. Evaluate events and plan changes as required.
 - h. Liaise with the accounts department the billing for the work as well as the paying of the speakers for their work.
- 3.2. Marketing
- a. Aid in the marketing of the events, liaising with the digital and social media officers about the events, including them in the newsletters.
 - b. Identify and create new routes to tell churches about what we do.
 - c. Oversee the management of the annual event calendar and map of events.
 - d. Propose revisions to events to meet emerging expectations of churches, and that remain aligned with the vision, mission and values of Solas.
- 3.3. Networking
- a. Maintain relationships with churches that have previously hosted Solas events, seeking to build towards subsequent opportunities, particularly evangelistic.
 - b. Build contact with new churches, providing them with insight and information about Solas' vision and mission.
 - c. Liaise with other Christian para-church organisations that are closely aligned to our vision, and with whom Solas could partner to deliver equipping and evangelism.



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4. PERSON PROFILE

4.1 Fit

- A passion for the gospel, for evangelism and for equipping others for evangelism.
- Wholehearted agreement with the core values and culture of the Solas team, including being open, honest; diligent; accountable; and demonstrating integrity.
- Able to contribute to the working life and harmonious environment of a small team.
- A flexible attitude, with willingness to take on a variety of tasks.
- Entrepreneurial, with an energy and enthusiasm to explore new opportunities for ministry and to expand the reach of Solas.

4.2 Ability

- Track record in managing multi-faceted administration responsibilities.
- Good networking skills.
- Experience in the planning and delivery of conferences and training events.
- Excellent communication and interpersonal skills.

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In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian and we would expect our speakers to adhere to our Statement of Faith (available on our website).