

# Job Description

<b>JOB TITLE</b>	Festival Events Coordinator (Evangelism & Growth)		
<b>REPORTS TO</b>	Evangelism and Contemporary Culture Officer	<b>LOCATION</b>	Home based, or based in the London office (Hybrid)
<b>TEAM</b>	Mission Team: Evangelism & Growth	<b>GRADE</b>	LG3

## JOB PURPOSE AND OBJECTIVES

The **Festival Events Coordinator** works collaboratively with oversight from the Evangelism and Contemporary Culture Officer to build on a *National Evangelistic Witness* at major events and festivals, as part of the Methodist Church’s commitment to be a growing, inclusive, evangelistic, and justice-seeking Church.

The National Evangelistic Witness includes (1) hosting compelling, inclusive spaces at large-scale cultural events and (2) inspiring, equipping, and supporting local Methodist churches and communities to engage in evangelistic action in their contexts. It mobilises local churches for inclusive evangelism in a way that little else does.

This role will work to deliver the existing event strategy as designed and tested over the last two years, increasing the Church’s capacity to coordinate local and Church-wide volunteer teams to enable more event engagement.

The God for All strategy reimagines evangelism and faith sharing as an inclusive, creative, relational activity which is never coercive or done ‘to’ others, and to which all people of faith are called to in the context of community. The person appointed will need to operate as part of the delivery team at events, engaging in Christian mission and evangelism as their share their own faith, talking of God in their own life, and supporting others to do the same. For this reason, it is a genuine occupational requirement that this role is held by a practicing Christian.

This role will include significant travel and working outside of traditional office hours, delivering events around the UK and coordinating teams of staff and volunteers from across the Church.

## JOB DIMENSIONS

### RESOURCES UNDER CONTROL

<b>Direct reports</b>	None
<b>Resources</b>	No direct budget responsibility, but collegial working utilising Connexional resources.

## ROLE ACCOUNTABILITIES

1. Deliver a portfolio of partnership events, including presence at music festivals, sports events, and other cultural occasions, project-managing a variety of complex and contextual projects and tasks at once, with oversight from the Evangelism and Contemporary Culture Officer.
2. Be present as part of the delivery team at required events and engage in evangelism in those spaces – speaking of faith and God and noticing God at work in the people encountered.
3. Provide local districts, circuits and churches with expert knowledge, ideas, and support in enabling them to engage in their own local events.
4. Work with the wider team to continue to develop - and train others in - a theology and practice of inclusive, relational evangelism.
5. Work with the Evangelism and Contemporary Culture Officer to link the Church's engagement with events and festivals to other critical strategies within the Mission Team and beyond, including: the Digital Strategy, New Places for New People, the Young Adult plan, Justice-Seeking Church, and Justice, Dignity, and Solidarity.
6. Work with ecumenical and secular partners from a variety of events and cultural settings to deliver the event portfolio.
7. Drawing on the experience of running the Hope and Anchor, the Methodist Way of Life train map, and Lost in Wonder as onsite engagement concepts, further developing these concepts and looking for opportunities to add additional concepts to the team's options.
8. Embedding the Conversations Against Mundanity game into onsite event engagements and promoting across the church.
9. Contribute to the recruitment, training and development of an expanding team of volunteers from across the Connexion who are equipped, empowered and built-up by their experiences of festivals and events.
10. Use problem solving and advanced knowledge to make decisions and tackle issues that arise in planning and on site at events with a relational and strategic approach.
11. Assist with the production of digital and printed materials, collateral and campaigns to support the events' strategy.
12. Seek out new partnership possibilities in order to develop new areas of work and expand the events' portfolio into the future.
13. Other duties and projects as required by the Evangelism and Contemporary Culture Officer.

# Person Specification

## GRADE LEVEL

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Experience and expertise in events or project management, or related role	X		A, I
Specialist qualification in events management, communications, marketing or advertising, or related.		X	A, Q
Training undertaken in Christian Mission or related subject		X	A, Q
<b>Proven Abilities, Knowledge and Skills</b>			
In-depth understanding of event management requirements and ability to apply this knowledge contextually	X		A, I, P
Knowledge of concerns and trends in contemporary culture	X		A, I, P
Able to solve issues and identify alternative approaches	X		A, I
Excellent organisational and coordination skills	X		A, I
Outstanding communication skills, including proficiency with digital communication and marketing	X		A, I, W
Able to recruit, motivate and coordinate volunteer teams	X		A, I
Creative approach to interpreting, implementing, and developing existing strategies and policies	X		A, I, W
Excellent multitasking and task prioritisation skills	X		A, I, W
<b>Personal Qualities</b>			
Mature Christian faith with giftedness and passion for sharing this faith in ways that make sense to people unfamiliar with Church*	X		A, I
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A, I
Commitment to the <i>God For All</i> strategy and its emphases	X		A, I, P
Willingness to travel in Britain and to work irregular hours including weekends and some weekends	X		A, I

\* It is considered an Occupational Requirement for this role that the postholder should be a practising Christian

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
 G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy
<b>Physical Conditions:</b>	Home based, or based in the London office (Hybrid)
<b>Remuneration:</b>	London-based: £32,000-£36,000 dependent on experience Home-based: £27,000-£31,000 dependent on experience
<b>Hours of Work:</b>	5 days per week  The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information. Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.
<b>Holiday Entitlement:</b>	During the first to fourth years                    25 days During the fifth to ninth years                    28 days During the tenth and subsequent years    30 days  Plus Bank Holidays and an extra three days at Christmas and New Year.
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment
<b>Pension:</b>	There is a pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.
<b>DBS Check</b>	The role will require an enhanced DBS check.