

Job Title:	Head of Events
Reporting to:	Director of Operations
Direct Reports:	3 x Event Managers
Salary:	£40-£45k depending on experience
Hours:	Full-Time

Reporting to the Director of Operations and working closely with the National Leadership Team representative for national events, you will manage the events team to deliver excellent service and event support for all New Wine events. This exciting role involves overseeing all aspects of event production, from content development to logistics and delegate management. You will also be responsible for ensuring that the strategic vision and goals of the events are realised, delivering an outstanding experience for global audiences.

Background:

The Events Team exists to support New Wine delegates, volunteers, and staff with the initial planning, coordination, and delivery of all New Wine events held throughout the year. This includes two annual national events, the New Wine Festival and the New Wine Leadership Conference, as well as a number of smaller events such as the Reset Women’s Conference, Worship Nights, and Network Days.

Areas of Responsibility:

Event Team Leadership:

- Line manage, train, and develop the events team, which consists of 5 individuals (one vacant), 3 of whom are direct reports.
- Motivate the team, communicating effectively and building relationships internally and externally with key stakeholders and partners.
- Set appropriate goals and key performance indicators (KPIs), managing them effectively to drive activity and performance.
- Join the core team in regular meetings, updating and chairing event specific discussions.
- Coordinating with other departments to rethink processes and strategy.

Event Planning:

- Manage and oversee the New Wine events calendar to ensure that events are planned in a coordinated manner.
- Liaise with specific event leadership teams to determine the vision, goals, and requirements for each New Wine event.
- Set up and chair event planning meetings for national events, monitoring that planning is on schedule and within budget.
- Support Event Managers in the planning and delivery of smaller events.
- Manage external consultants and professionals who support with delivery of events including Production Project Manager and Technical Production Manager.

Event Delivery:

- Ensure compliance with all relevant regulations and standards.
- Oversee the production, delegate and team experience on-site at any New Wine event. This includes managing the Production Project manager, front desk service team and back-office functions such as ticketing, accommodation, village allocation, telephone and email response, and volunteer team leader oversight and engagement.

Person Specification:

Qualifications and Experience:

- **Essential:**
 - Proven experience in event management, including planning, coordination, and delivery of large-scale events.
 - Experience in leading and managing a team, with a track record of developing and motivating staff.
 - Strong project management skills, with the ability to manage multiple projects simultaneously.
 - Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.
 - Experience in budget management and financial planning for events.
- **Desirable:**
 - Relevant degree or professional qualification in event management, hospitality, or a related field.
 - Experience working in a non-profit or faith-based organisation.
 - Knowledge of health and safety regulations and compliance requirements for events.

Skills and Abilities:

- **Essential:**
 - Strong leadership skills, with the ability to inspire and lead a team to achieve high standards.
 - Excellent organisational skills, with a keen eye for detail and the ability to prioritise tasks effectively.
 - Strong problem-solving skills, with the ability to think creatively and adapt to changing circumstances.
 - Proficiency in using event management software and other relevant IT tools.
 - Ability to work under pressure and meet tight deadlines.
- **Desirable:**
 - Proficiency in using customer relationship management (CRM) systems.
 - Ability to analyse data and generate reports to inform decision-making.

Personal Attributes:

- **Essential:**
 - High level of integrity and professionalism.
 - A commitment to living out the values and mission of New Wine Trust.
 - Positive and proactive attitude, with a willingness to go the extra mile.
 - Flexibility and adaptability, with the ability to work evenings and weekends as required.
 - Strong team player, with the ability to work collaboratively and supportively with colleagues.
- **Desirable:**
 - Passion for event management and a genuine interest in creating memorable experiences for attendees.
 - Enthusiasm for continuous learning and professional development.

Role Particulars:

Working Pattern: This is a full-time position, requiring one to two days per week in London, typically on Tuesdays and Wednesdays. Due to the nature of this role, some travel and periods of working away from home will be necessary, as agreed in advance. The Head of Events must be available for the annual leadership conference and the New Wine Festival, including the setup and teardown of these events.

Places of work: This role offers hybrid and flexible working arrangements, with a minimum requirement of two days per week in the London office.

Supervision: The post holder will receive regular supervision from their line manager to ensure ongoing support and development.

Role review: There is a three-month probationary period for this role. Following this, the post holder will undergo a quarterly rolling review of performance, the role, job description, terms, and package.

This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 of the Equality Act 2010.

This job description is intended to summarise the primary responsibilities and qualifications for this position. The job description is intended to include only some duties an individual in this position might be asked to perform or all qualifications that may be required now or in the future. New Wine reserves the right to revise the duties outlined in this job description at its discretion.

Why join our team?

- One team:** We care about you and invest in our team with training opportunities, quarterly reviews, and flexible working. We are keen for you to flourish here at New Wine, so if you see something you'd like to learn or a skill you'd like to develop, let your manager know!
- Workspace:** We have moved our office to Work.Life, with our main base being the Liverpool Street branch. Within the building, there are fantastic spaces for meeting, networking and coworking, as well as free coffee and events, breakfasts and well-being activities for us as members.
- Healthcare:** We are pleased to have recently launched Vitality Healthcare for team members who work more than 15 hours a week.
- Events:** Joining New Wine has exciting opportunities as we head to our two main events, the New Wine Leadership Conference and the New Wine Summer Festival. Depending on your job role, there may be other opportunities to head to site, but you will be invited, and arrangements will be made in advance. Specifically, at our two main events, we will look after you so you can do your job to the best of your ability. We also make sure TOIL is accrued so that you can rest to the best of your ability too!
- Prayer Days:** Your physical, mental, and spiritual health are incredibly important to us. While onsite at our events and throughout the year, we make sure to honour Prayer Days.
- Pension:** After completing three months and passing your probation, you will be automatically enrolled in the New Wine pension scheme. As part of the scheme, we will contribute 10% of your salary. This scheme does not require any contributions from you. However, if you would like to make additional contributions, you can arrange this with the Finance Manager.

Application process:

- Key dates:** The application deadline is 4th November 2024, 9 am. We may close applications early if strong applicants are received before this time. We will conduct a 1st round of online interviews on the 7 & 8th of November. Shortlisted applicants must be available for an in-person interview in London on Tuesday 12th November.
- Application:** To apply, please send your CV and cover letter to lucy.parker@new-wine.org by the above date.