

Conference Event Manager

Role Description and Recruitment Pack



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Role overview

Title:	Conference Event Manager
Hours:	Starting in a part-time capacity for two days (14 hours) per week from May, building to full-time (35 hours) in August through to the 30 November 2021
Contract:	This is a temporary project-based role to deliver the Stewardship national conference, from May 2021 to 30th November 2021
Location:	Home-based with occasional visits to 1 Lamb's Passage, London, EC1Y 8AB
Salary:	£27,000 p.a. (this will be pro-rated for part-time hours)
Closing Date:	Monday 17th May, 9am

Why this position is important to us

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically-orientated ministry with a big ambition to release over £250m of giving in to the Church, every year, by 2025.

Our portfolio of services is now both specialist and diverse, and includes digital giving products, accounts examination and payroll services, loans and deposits for churches and charities, and the specialist support of individuals in Christian ministry.

We have seen the demand for our events and training grow rapidly, so much so that almost every event this year has sold in a matter of days. We have identified the need of our customers and want to serve them. Now is a better time than any to build upon an already great programme, investing time and resources to help grow what we can offer so that many more may benefit.

The impact you will have in this role

You will serve up to 900 church and Christian charity leaders in the stewardship of their ministries. Equipping them with an understanding of how to advance the Kingdom through Active Generosity, and how they can be the example when talking about finance and governance from a theological and practical perspective.

You will facilitate the sowing of many seeds to numerous leaders attending the Stewardship Conference. Eyes will be opened and mind sets will be changed through the work of biblical teaching, testimony, practical workshops and networking; all to resource them for their calling and make a difference in their mission fields, in Jesus' name.

Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

At our core, as believers in Jesus Christ, are the biblical values of:



Generosity



Integrity



Relationship



Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today, we help over 40,000 people live out their calling to be generous stewards, giving more than £100 million each year to over 6,000 churches, 2,500 Christian workers and 4,500 charities.

Our methods have changed, but our mission remains the same.

Job detail

Overview

Title: Conference Event Manager

Reports to: Head of Events / Head of Partnerships

Direct reports: N/A

We are now recruiting for a highly skilled Conference Event Manager to deliver our National Conference, which will be taking place this October.

You will be required to work with the Head of Events up until August, to help capture the vision and first stages of planning for the conference. After that, you will solely lead the further planning and creation of the conference and see it through to completion, reporting into the Head of Partnerships.

Our Stewardship strategy is to encourage and resource the church and Christian charities at a very significant and pivotal time in their ministries. You will be responsible for the detailed delivery of the event and subsequent follow up to understand the value and impact it brings.

This is a maternity cover position with a fixed-term contract ending 30th November 2021.

Main responsibilities

- Fully capture and grasp the vision for the conference and ensure it is consistently referred to in the planning process, through to completion.
- Outline a realistic timeline to achieve the vision and ensure the developments of the project remain on track.
- Prepare and lead regular conference committee meetings with internal staff co-producing the conference and follow up each meeting with minutes and actions.

Meetings should cover:

- Discussing updates
- Brainstorming solutions for next steps that align with the vision.
- Ensure actions have been completed from previous meetings.
- Drive the planning to ensure it is executed in a timely manner.

The Conference Committee should support you as you lead the following areas as they ensure you are adhering to the Stewardship brand and vision for the conference.

- Ongoing brainstorming and implementing conference plans and concepts.
- Booking, liaising and negotiating with suppliers and contractors.
- Manage 3rd party 'exhibit partners' / sponsors depending on the mode that the conference is delivered whether online, hybrid or in person.
- Handling all logistics.
- Manage the conference marketing and PR strategy with support from the internal Stewardship marketing team.
- Creating and managing the ticketing process.
- Creating and developing event feedback surveys.
- Maintain a good relationship with the venue coordinators, giving regular updates on the developments of the project.
- Gather an events team made of internal staff and create a roster for the team working at the conference.
- Manage the running of the Conference to ensure all runs smoothly.
- Ensure all areas of Health and Safety are discussed with the venue and adhered to, taking on any responsibilities from Stewardship's side; *For example reviewing and agreeing the venue risk assessments in light of social distancing restrictions, of which will need to be considered throughout the planning process.*
- Manage the delivery of the Conference within the budgets and resources at your disposal. This will include reporting on ticket sales, income and expenditure and anticipated/target profit for the event. *(Which is not the aim but is also a necessary contribution to the Stewardship overall budget)*
- To discover, engage and manage speakers and content across different streams for different audiences to help bring the most value to delegates and partners.

- Keep the Conference Committee up to date and aligned with discussions, proposals and decisions will be important to free you into the active management of the planning and delivery process. Carry out a post event debrief analysis, creating and handling reports based of feedback, budgets and process.
- Prepare and lead an event debrief meeting with the conference committee after the event and present final report of findings.

Desired skills and experience

Skills and experience	Essential	Desirable
Meet our Occupational Requirement to be a practising Christian and active member of a local church	✓	
Have the Right to Work in the UK (Stewardship does not offer sponsorship arrangements)	✓	
Experienced with juggling all aspects of Project Management, working independently and as a team when necessary.	✓	
Demonstrated experience in delivering conferences / flagship events with a clear, organised process.	✓	
To stay focused on a project vision, remaining driven, passionate and approachable at all times.	✓	
Must have a good initiative and a proactive approach to finding solutions to problems in a timely manner.	✓	
The ability to be flexible and change task priorities depending on the demand for the day.	✓	
The ability to manage time in an efficient and productive way when under pressure.	✓	
Confident when networking with key stakeholders and partners from different levels of experience.	✓	
Event risk management experience, with creating risk assessments, health and safety procedures and insurance.	✓	
Experience in department budgeting, with a good understanding of reporting on profit and loss figures.	✓	
Excellent negotiation abilities when discussing contracts with suppliers and external contractors.		✓

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All employees receive 27 days Annual Leave, and 8 days bank holiday leave. This is pro-rated for part-time staff.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service). A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. This is dependant on the role and the team that you are working with. Some teams are primarily based in the office, whereas other roles offer more flexibility with some home working.

Q. What staff benefits do you offer?

A. Once probation has been passed there are number of benefits available to staff:

- Subsidised gym membership
 - Contribution to your charitable giving account
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- Undergoing course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Kofo Abidemi, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk