



Events Manager

JOB TITLE:	Diary and Events Officer
RESPONSIBLE TO:	PA to the Dean (Head of Administrative Services)
KEY INTERNAL RELATIONSHIPS:	Head of Commercial Events, Head of Comms and Marketing, Clergy Team
SALARY:	£20,204 FTE (£16,381 PRO RATA)
PENSION:	Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions.
HOURS:	30 hours per week. There is an expectation that these hours will be worked flexibly (by agreement) to meet the changing needs of the Cathedral diary, including occasional evening and weekend work.
CONTRACT:	Three years fixed term (potential for renewal)
HOLIDAYS:	28 days (23 days PRO RATA) plus bank holidays

We are looking for a Diary and Events Officer to join our expanding team at Birmingham Cathedral. This is a key role within the admin team, supporting the Head of Corporate Events and the Dean's PA with all aspects of events administration and diary management as we seek to grow our income through corporate events. You will have a key role in ensuring the smooth running of all the administrative function of our events, ensuring a professional delivery.

The successful applicant will be excited about bringing their experience in events and/or diary management into the unique context of Birmingham Cathedral. You will possess the sensitivity and professionalism to ensure that all cathedral bookings, internal or external, regardless of revenue potential, are treated with equal care, reflecting the desire for the Cathedral to be a welcoming space for all.

Detailed Job Description:

- Diary Management (electronic and paper based) – including entering and amending bookings, accuracy checks for existing bookings, avoid double bookings and clashes, and work in close collaboration with all departments on future schedules and bookings.
- Manage the administration of all bookings from initial enquiry through to fulfilment of the event, including potential liaison with external clients and clear internal information sharing
- Support the Head of Corporate events with site meetings, attendance at events and liaising with suppliers where required
- Support the Head of Corporate events with producing invoices and ensuring all necessary paperwork is in place prior to events
- Work closely with the Canon Precentor and Head of Music to support with the delivery of special services and events
- Work in close collaboration with the Head of Facilities and Facilities Team to help maximise efficient use of the Cathedral, ensuring that commercial activities can be coordinated around the primary function of worship.
- Work closely with the Head of Comms and Marketing to ensure information on special services and events is available digitally.
- Engage with our diocesan colleagues to support with booking diocesan, ecumenical and charity events
- Prepare seating plans, tickets, seating labels, invitations and guest lists as required for all events.
- Work with the wider Cathedral team (staff, volunteers and congregation) to ensure the fulfilment of Chapter's strategy and vision
- Any other reasonable duties and responsibilities as may be required by Chapter.

Person Specification:

- Exceptional Communication skills, together with a confident and mature approach
- Must be self-motivated whilst understanding the importance of working as part of a team.
- Sympathetic towards and supportive of the mission and values of the Cathedral
- Experience in an administrative role, and comfortable working to agreed processes and procedures.
- Experience of working to tight deadlines and schedules, and the ability to be responsive
- High level of competency in administrative tasks, with an ordered approach and the ability to deal efficiently with paperwork, correspondence and filing.
- Comprehensive IT skills
- Willingness to work flexibly, including evenings, weekends and public holidays as required.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as those from minority ethnic groups are currently under-represented in our staff team, we would particularly welcome applications from those groups.

Deadline for Applications: Wednesday 3rd February 2021

Interview Date: Thursday 25th February 2021

Please send your completed application form to: recruitment@birminghamcathedral.com