

JOB DESCRIPTION

Job Title:	Festival & Events Coordinator
Location:	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG
Responsible to:	Operations Director
Internal relationships:	Principal, Festival planning team, Operations staff
External relationships:	Performers, participants, students, volunteers and suppliers
Purpose and Objectives:	To coordinate the planning, implementation and review of the annual Cliff Festival and a number of smaller events during the year.
Cliff Festival date:	Cliff Festival takes place over the weekend of the second May bank holiday

Main Responsibilities

1. Cliff Festival:
 - (a) To coordinate the planning of Festival including programme, logistics and accommodation
 - (b) To anticipate and plan for a range of scenarios, including bad weather
 - (c) To work closely with members of staff and volunteers with key Festival responsibilities
 - (d) To create and maintain good relationships with performers, volunteers and suppliers
 - (e) To communicate with students, staff, volunteers, performers, participants and local residents
 - (f) To recruit, co-ordinate and support a team of Festival volunteers
 - (g) To manage and oversee the Festival, including
 - working with key staff on set-up
 - organise the production of resources including the Bible study material and programme
 - coordinating the various elements of the Festival, eg. venues, market place, catering, etc
 - organising accommodation including the campsite
 - problem solving throughout the Festival, in collaboration with others
 - working with key staff on pack down
 - (h) To coordinate Festival promotional activities in collaboration with the Communications team
 - (i) To oversee the administration of the Festival budget in collaboration with the Finance team
 - (j) To coordinate the evaluation of the Festival, reporting to the College Executive and others
2. Other events:
 - (a) To coordinate the planning and implementation of other events in the life of the College, eg. the annual Graduation day
3. To complete any other reasonable duties, as required by your line manager

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and training	A good education demonstrating some of the skills required in event management	An event management or similar qualification	A, Q, I
	Evidence of ongoing professional development		A, I
Proven ability	Experience of event planning and management	Experience of Festival planning and management	A, I
	Good understanding and experience of working with and coordinating volunteers		A, I
	Experience of working with a range of others including contractors, performers and suppliers		A, I
	Ability to give attention to detail		A, I, E
	Computer literate; ability to work effectively with Microsoft Office applications, especially Excel, Word and Outlook		A, I, E
	Experience of managing a budget		A, I
Special Knowledge and Skills	Good communication, numeracy and interpersonal skills, both verbal and in writing		A, I
	Ability to work as an effective member of a team		A, I
	Ability to organise yourself, manage your workload and work to agreed deadlines		A, I
Special Qualities or Aptitudes	Fully in sympathy with and supportive of the ethos and charisms of Cliff College	Member of a church or Christian community	A, I
	Willing to play an active role in the life of the Cliff Community		A, I
Other Requirements			

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

TERMS AND CONDITIONS

Terms of appointment	Permanent
Hours of work:	Annualised hours of 728 per annum (equivalent to 2 days a week)
Remuneration:	£20,000 pro rata
Health and safety:	The post holder will be subject to Cliff College's Health and Safety policy
Equal opportunities:	The post holder will be subject to Cliff College's Equality, Diversity & Inclusion policy
Physical conditions:	Open plan office accommodation at Cliff College
Disclosure:	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS)
Work permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK
Holiday entitlement:	Your pro rata holiday entitlement is dependent on your years of service: Years 1–4: 25 days annual leave + 8 bank holidays = 33 days; Years 5–9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days. All Cliff College staff members are required to work the second May bank holiday as this is Cliff Festival
Sick pay:	Entitlement in accordance with Cliff College's leave policy
Pension:	There is a defined contribution 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
Probationary period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months