



## Job Description

Job Title: Events Manager (Full-time / Part-time / Term time)  
Responsible to: Deputy Chief Executive Officer  
Liaison with: Churches, Conference Centres, event participants and CMJ staff

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Overall Purpose: This role carries the responsibility of supporting the ministry of CMJ via arranging meetings, events, annual Conference and liaising with churches.

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### **Principal Accountabilities and Responsibilities**

Create and execute an Events Strategy to take account of staff availability, speakers, feedback surveys, benchmarking, audience identification to engage our audiences with memorable experiences.

CMJ UK's annual Conference is a key part of our events calendar to encourage supporters and introduce new contacts to our work. This post is essential to the delivery of the Conference by undertaking:

- Planning over 12 months ahead
- Administering the monthly Conference Planning meetings linked to the annual plan
- Organising venues, speakers, performers, partners and staff for the roles required and ensuring suitable promotional material (written / video etc) is provided
- Delegate management of the 200+ bookings of adults and youth using the venues booking systems and other promotional software
- Onsite visits to ensure room allocations are suitable
- Generate suitable Conference resources
- Event management from the arrival of the advance team to the end of the site clear. This will involve working a weekend in July with time off in lieu (TOIL)
- Analyse feedback to generate items to celebrate and things to improve.

As a mission organisation we receive donations from 70+ churches annually. The post holder would lead on following up those donations:

- To gauge what aspects of the CMJ UK resources are of interest to the churches.
- To develop a Church visitation programme as we look to grow our church contacts and this aspect of the role.

One aspect of our work is advocacy, some is done in Bible Colleges.

- The post holder would be responsible for liaising with the organisations to plan engagements.

Market intelligence to find venues suitable for meetings.

Bible Comes To Life is a key part of our ministry. The post holder would be required to:

- Seek expressions of interest in this event from churches and schools to inform staff leading on this.
- Attendance at suitable events would also be required to maximise awareness of the events when engaging others new to this.

Our Trustees have a series of meetings each year. Two meetings a year involve working a Saturday followed by TOIL. The post holder would be responsible for:

- Planning venues
- Attendance registration
- Generating draft agenda
- Circulating papers for the meeting
- Taking minutes
- Follow up meeting items

As our event planning develops, we are making use of various IT platforms.

Experience in the use of the following will be an advantage:

- LinkedIn
- Facebook
- Eventbrite
- Instagram
- Video Conferencing (Zoom / Teams etc.)
- Microsoft Office suite
- Subscriber CRM

We will also embrace new ways of maximising the benefits from our events.

This post will be the nominated First Aider for the Office and at events. Suitable training will be provided.

We are required to have a Safeguarding Policy. The post holder would be the named contact for administering this linked to arranging DBS checks, policy development etc.

With more events being delivered online we are looking to develop our feedback survey arrangements and associated analysis. The post holder would lead on this as we seek to take contacts on a journey with us and see them become supporters, Members etc.

We have risk assessment arrangements in place when events take place offsite. The post holder would undertake and develop these for our Conference and other events, including a terrorist threat assessment at our Conference.

This post will have a wide range of contacts ranging from liaising with speakers, planning with partners, printers, staff, trustees, through to the team volunteers supporting the work.

Ensure that promotion of CMJ and fundraising opportunities are optimised for each event.

Continuously analysing best practices in events management and take appropriate action for improvement where necessary.

Collaborate with other staff / manage key players and coordinate actions. Build meaningful connections to enhance the profile of the organisation.

Attend and participate in daily staff devotions, monthly staff meetings, annual Conference etc.

Other duties as required.

**We are seeking someone who has:**

- Confidence and motivation to succeed.
- Excellent communication skills, writing, editing (photo / video / text), presentation.
- A positive attitude, paying attention to detail and is customer oriented with good multitasking and organisational ability.
- Creativity and is highly organised and dynamic, using their own initiative to make decisions that will benefit our event supporters.
- The ability to travel to various locations as required.
- Relevant IT skills to succeed in the role.