

**Application Pack:
Events Co-Ordinator**

**Closing Date: Friday 15th November
2024, 5pm**

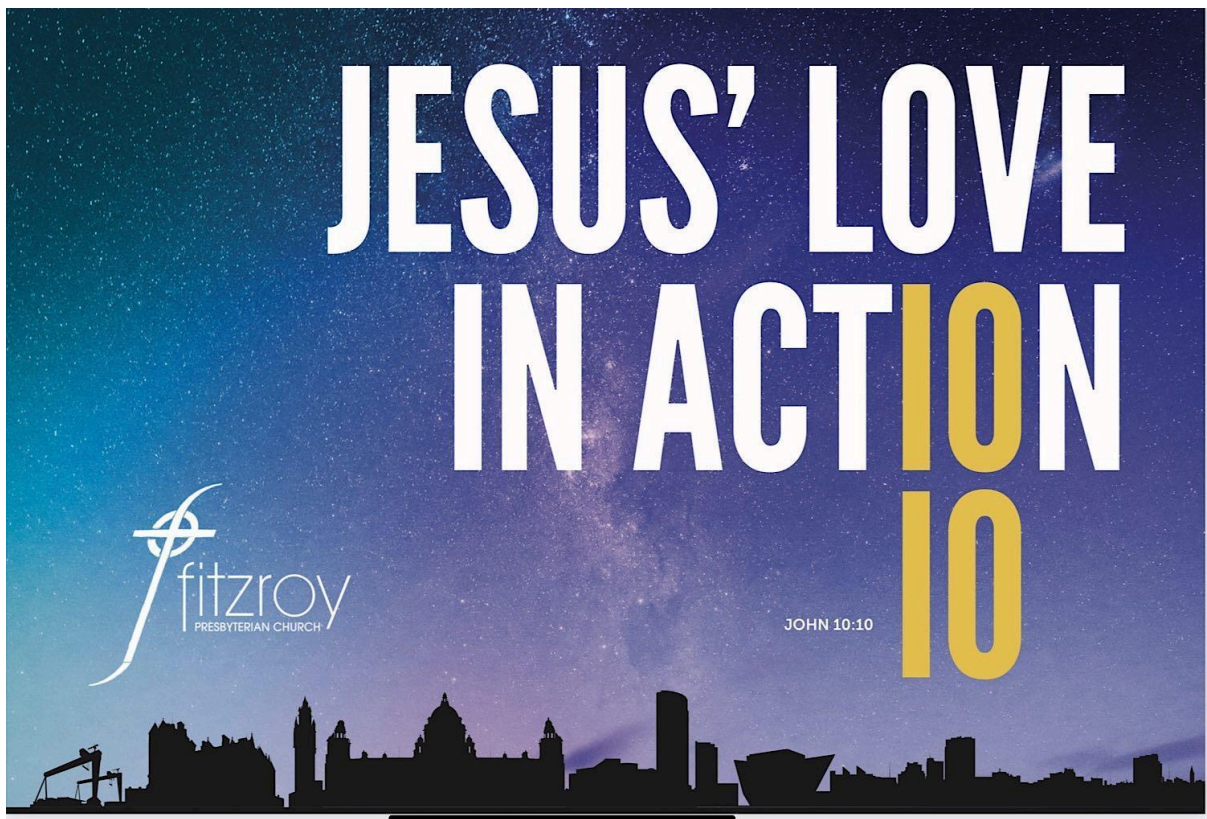




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1 Introduction

Thank you for thinking about applying to join the Fitzroy team to help us progress God's purpose in our local area around Queens University, in Belfast, in N.Ireland and the wider world. This application pack sets out the important practical information you need to help you complete your application form and match your skills and experience to the role profile.

1.1 About Fitzroy

Fitzroy Presbyterian Church is a congregation of the [Presbyterian Church in Ireland](#) (PCI) and its mission is to enable people of all ages to grow in their relationship with Christ and have life to the full (John 10.10).

Our core purpose is to celebrate God's goodness in our worship and to express God's love through our lives by:

- introducing people to Jesus Christ
- integrating them into His church
- educating them in a Christ-like lifestyle: and
- enabling them to participate in Christ's mission today.

Further information on the life and witness of the congregation can be found on our website: <https://www.fitzroy.org.uk/> and in our Mission booklet available here <https://www.fitzroy.org.uk/Publisher/File.aspx?ID=318872>

1.2 Events Co-Ordinator Role

We are currently seeking a part-time events co-ordinator who will play an important role in the leadership team in ensuring that Fitzroy's programme and events are co-ordinated, communicated and run smoothly.

This is an exciting time in Fitzroy. Like many other congregations we are delighted to be back in person with a full programme of events and activities throughout the year. We have a diverse community in Fitzroy and our members extend from babies to ninety somethings.

We are a community that is welcoming and who express our Christian faith in many individual ways. What unites us is our passion to 'live lives of love' wherever we are planted. You will be part of a friendly and collaborative team, working with a strong, supportive community. The role will offer you autonomy and flexibility, as well as personal development and spiritual growth.

In this pack you will find the job description and other relevant information about the recruitment process to help you complete your application.

If you have any queries, please contact Flo Adair: jobs@fitzroy.org.uk



2 Job Description: Events Co-Ordinator

Employed by: Fitzroy Presbyterian Church

Responsible to: The Minister, Rev. Steve Stockman

Salary: Base rate £12,000 per annum (negotiable for the right candidate)

2.1 Purpose

Co-ordinate and communicate the diary of church activities and events, using a variety of communication methods, working as a member of the Fitzroy team, alongside the Minister, Administrator, Kirk Session and committee, leaders and volunteers of the various church groups.

2.2 Reports to:

Minister and works closely with the church administrator

2.3 Responsibilities

1. In liaison with those delivering programmes and activities, organise the diary and logistics of church activities and events.
2. Organise meetings, events and social gatherings and prepare information to promote involvement and participation.
3. Develop the digital communication platforms that Fitzroy uses to increase efficiency and extend our reach.
4. Maintain information systems e.g. records of attendance, participation, expenditure.
5. Track the progress of programmes and events and take appropriate action to overcome problems and obstacles.
6. Manage programme budgets and finance, within agreed delegated limits of authority.
7. Produce quarterly reports for Kirk Session on the programmes and events within Fitzroy.
8. Open and close the buildings securely when necessary or ensure that agreed individuals have been identified for this, for each activity.

2.4 Essential Skills and Qualities

- Organisational skills: time management, prioritisation, planning and delivery
- Interpersonal skills: team working, co-operative, empathetic, supportive
- Communication skills: able to listen, question and clarify; able to use range of communication media; responsive; adaptive to different audiences
- Information management skills: able to use range of software programmes and digital platforms; able to create, maintain and share information systems; keep accurate, up to date and secure records; comply with GDPR and safeguarding policies
- Committed to Fitzroy's Christian and inclusive ethos: models the values and behaviours consistent with Fitzroy
- Problem solving skills: creative, resourceful and able to use own initiative.



3 Main Terms of Employment

3.1 Probationary Period

You join on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your manager and you should not consider your probationary period to have passed until such notification has been received.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

3.2 Place of Work

You will normally be required to work at Fitzroy Presbyterian Church. There will be some flexibility about working remotely if it is non-disruptive.

3.3 Hours of Work

You will be contracted to work 15 hours per week. Start and finish times will vary in accordance with the programmes and events. You will receive appropriate unpaid rest breaks depending on the length of your shift and in accordance with the Working Time Regulations 1998, as amended.

3.4 Remuneration

The salary is currently budgeted at £12,000 per annum (depending on experience) per annum payable monthly by BACS as detailed on your pay statement.

3.5 Holidays

The holiday year begins on 1 January and ends on 31 December each year, during which you will receive a paid holiday entitlement of 20 days pro rata exclusive of public/bank holidays. Conditions relating to the taking of holidays are shown in the Peninsula Employee Handbook to which you should refer. In addition to your annual leave entitlement, you will receive the following public/bank holidays each year:

New Year's Day	The first Monday in May
St Patrick's Day	Spring Bank Holiday
Good Friday	12 & 13 July
Easter Monday	August Bank Holiday
Easter Tuesday	Christmas Day
	Boxing Day

Due to the nature of Fitzroy's programme, you may be required to work on some of these dates. You will be compensated by time off in lieu.

In the event of termination of employment holiday entitlement will be calculated as 1/12th



of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay. We may require you to take any outstanding annual leave entitlement during your notice period.

3.6 Sickness and Absence Pay

You will be entitled to the following paid sick leave, subject to the compliance with the requirements of notification of absence and provision of medical certificates.

Continuous service within Fitzroy Length of entitlements

Less than 3 years	Maximum of 1 month* in any 12 month period
Over 3 years	Maximum of 2 months* in any 12 month period

*We define a month period as your working month.

Company sick pay includes any entitlement to statutory sick pay but the total of church sick pay and statutory sick pay will not be greater than your normal basic salary.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

3.7 Employer Notice of Termination

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

3.8 Employee Notice of Termination

Under 1 month's service - Nil.

1 month to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

3.9 Pension and Pension Scheme

We operate a contributory pension scheme into which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Congregation. If you have any queries about your enrolment or if you wish to opt out of the scheme, speak to the Treasurer for further information.

4 Selection Process

4.1 Shortlisting

After the closing date (15th November 2024), the first stage in the selection process will be to conduct shortlisting of completed application forms against the **Essential Criteria** as listed on the Person Specification. Applicants who have not fully demonstrated on their application form how they meet the **Essential Criteria** will not be progressed to the next stage of the process.

4.2 Interviews

Shortlisted candidates will be required to attend for interview on 29th November 2024?? Given the difficulties in arranging interview panels, flexibility may not be possible. Applicants are therefore asked to indicate if the proposed interview date might cause difficulties — for example a pre-booked holiday or period when they will be out of the country. Reasonable adjustments will be made for interview where necessary and you will be invited to indicate any adjustments required if shortlisted.

Applicants will be advised following shortlisting if they are to be called for an interview.

4.3 Appointment

The appointment is subject to the production of original documents to demonstrate the legal right to work in the country, evidence of qualifications relevant to the application, a satisfactory AccessNI Check (criminal records check) and satisfactory references and Occupational Health clearance.

4.4 Start date

The appointment is available immediately, however, please note, the successful candidate will not be offered an official start date until their pre-employment checks are complete.

4.5 How to Apply

Applicants should refer to the Job Description and submit a completed application form.

Applicants will be assessed at shortlisting on the basis of the information provided on the relevant section of the application form only. It is therefore essential for applicants to complete their responses as fully as possible, including specific relevant qualifications, making use of the space provided. Supplementary material such as CVs will not be considered by the selection panel.

4.6 Referees

Applicants are required to identify two referees, one of which should be their current or most recent employer. Referees will be approached after interview. You should not seek as a referee anyone who is related to you.

Application forms should be submitted to by **5pm on Friday 15th November 2024.**