



**St Mary Redcliffe, Bristol
Job Pack**

Events Assistant



St Mary Redcliffe, Bristol

St Mary Redcliffe is an iconic church building of European significance, offering thousands of visitors a friendly welcome: but we are much more than that. We sum up who we are, and who we are becoming, in the following vision statement:

St Mary Redcliffe is singing the song of faith and justice

- as a thriving, inclusive Christian community
- as a welcoming, recognised heritage destination
- as a church that makes a difference in the parish and beyond
- all animated by a progressive and sustainable organisation

JOB DESCRIPTION: Events Assistant

JOB TITLE:	Events Assistant, St Mary Redcliffe Church, Bristol
LOCATION:	St Mary Redcliffe Church, Bristol
ACCOUNTABLE TO:	Visitor Experience and Commercial Manager
KEY RELATIONSHIPS:	Visitor Experience and Commercial Manager, Head of Operations, Vergers
SALARY OFFER:	0 hours - £13.40 p/hour (inclusive of holiday pay)
WORKING HOURS:	Predominantly evening and weekend work

St Mary Redcliffe is looking for an exceptional person to join our team and help support our growing events program.

As well as being a pillar of the community, a parish church, and an important heritage destination, we are also an incredible events venue, hosting a diverse range of events including film screenings, concerts, organ recitals and much more.

This role will be supporting new, exciting upcoming events and workshops. The role by nature is diverse and varied; one week you might be running a bar for a candlelight concert, the next you may be building staging or a screen. Whilst this is primarily a duty supervisor post there may be the possibility to support with all areas of event management, including but not limited to:

- Engaging with the local community to put on community-focused events.
- To assist with managing markets and small festivals on the grounds of the church.
- To help develop and grow relationships with other partners in the city.
- To assist in all areas of events admin and invoicing.

We are particularly looking for people within Bristol to apply who are starting a career in heritage, museums, events, or the church.



Duties

- Support the Visitor Experience and Commercial Manager in running successful events. In their absence, supervise all events successfully, accurately dealing with all issues that arise and escalating to Visitor Experience and Commercial Manager if needed.
- If required, support with tours and education workshops.
- Oversee and support the volunteer team during events to provide an excellent level of customer service.
- During events that require it, make sure the bar is adequately stocked and managed efficiently.
- Perform regular stock checks.
- Support with set up for events, including chairing, setting up staging and, on occasion, supporting with AV.
- Ensure all fire regulations, health and safety, and evacuation procedures are followed accurately.
- Ensure that all areas are left clean and tidy at the end of events.
- Liaising with the verger team, ensure the building is locked and alarmed.
- If required, support with events admin, including invoicing and ordering.
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	Essential	Desirable
Experience	Experience of working with volunteers Customer service experience Experience working independently	Experience in a heritage setting and an awareness of potential challenges with events in a historic building Some experience or knowledge of AV equipment Some basic admin experience and IT literacy Experience of fire/evacuation procedures. Experience of duty managing events Experience working on a bar or in hospitality
Knowledge and Skills	Excellent communication skills A passion for going the extra mile, providing incredible customer service, and exceeding visitor expectations Ability to work efficiently as part of a team A positive can-do approach Good at taking direction as well as showing initiative Motivated, passionate, excited, and energetic Able to accurately record information, including performing stock takes Trustworthy and reliable Flexibility with hours	A knowledge and understanding of POS systems including Zettle and SumUp Excellent people management skills An interest in, or a knowledge of, working in a place of worship and an understanding of the challenges of working within a historic building An interest in history and heritage, the church, or events management



How to Apply

Please provide a CV and cover letter (no longer than two sides of A4) to jobs@stmaryredcliffe.co.uk no later than close of play 22nd April 2024. Please contact James Rodliff, Head of Operations, at james.rodloff@stmaryredcliffe.co.uk if you would like to have an informal conversation about the role.

Selection

We shall be holding interviews during the week c/o Mon 6th May.

Safeguarding

SMR's Safer Recruitment process can be found within the Safeguarding policy on the church website. As part of our recruitment process, anyone to whom an offer of employment is made will be required to complete a Confidential Declaration Form. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018. Any offer of employment will also be subject to a basic Disclosure and Barring Service check.