

Job Profile

Job Title:	Church Network Coordinator
Team:	Spring Harvest
Responsible to:	Relationship Manager
Location:	Home-based, or Diocesan Office (to be confirmed)

Purpose of the Team

To maximise the take-up of Essential Christian resources and services through excellent and creative communications. The team has a passion for the ministry of Essential Christian and a commitment to innovation and excellence.

Main Purpose of the Job

To assist with the promotion and growth of Spring Harvest in the North of the UK. The main focus of the role will be the development and growth of our Spring Harvest event in Harrogate through relationships and networks. The role will be highly relational and involve communication by phone or email, with the addition of visits to various key offices and church groups to present the focus and purpose of the event.

Event Activities

To contribute to the wider ministry of Essential Christian by serving on the staff teams at Spring Harvest, with the possibility of representation at other Christian events throughout the year.

Position in the Organisation

Reporting to the Relationship Manager, Spring Harvest Team.

Occupational Requirement

This role has an occupational requirement for the post holder to be a committed Christian. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of The Bible.

Job Description

Church Network Coordinator



Key duties and responsibilities

To represent and promote Spring Harvest passionately, and to share our vision to see the event embraced by churches and individuals in the North of England, Scotland and Northern Ireland.

To ensure the growth of a key Spring Harvest event in the North by building relationships and networking amongst the denominations, ministries and key individuals in the region. Growth might mean attendance at our Minehead & Skegness event venues in addition to the Harrogate venue.

- To develop relations with the key denominations, diocese and organisations in and around the North of the UK. (To include relationships with the Church of Scotland and possibly even the Church of Ireland in Belfast).
- To seek out and/or create news, social media and other information pertinent to the churches in the North of the UK. To update and refresh website pages and all media pertinent to the North of the UK and the Harrogate event.
- To act as sales representative for direct sales to churches and individuals interested in the Spring Harvest Harrogate. To include sales contact via telephone and email to local churches and ministries promoting Harrogate and other Spring Harvest events.
- To encourage and increase group bookings through better working relations with churches in the North of the UK and through promotions made within the denominations and diocese.
- To develop and seek our partners who have a heart for a Spring Harvest event in the north and are willing to stand with us financially to secure the event for years to come.
- To work with regional churches and ministries to manage and promote Spring Harvest Local Tours alongside the Essential Event Management team.
- To develop a volunteer support base in and around the Harrogate event with the call for volunteers being made through local news networks including diocesan news sheets and social media programmes.
- To source new contacts to serve as key workers, volunteers, exhibitors, sponsors and ambassadors who we can draw from annually, and to ensure the central records at Head Office are updated accordingly.
- To develop a business stream encouraging local/surrounding denominations and dioceses to use the Harrogate centre for meetings whilst Spring Harvest is taking place.
- To develop a Northern churches together leadership stream, at a separate time of the year, drawing together leaders from all denominational backgrounds.
- To develop a website and social media activity for the northern region with updates and news specific to churches in the north of England and Scotland.
- To attend Spring Harvest Harrogate and serve as a member of the Staff Team.

Spiritual

- To commit to praying for the ministry of Essential Christian on a regular basis
- To attend periodical meetings at Head Office to ensure consistency of communication and ownership of the vision and purpose of Essential Christian.
- To contribute to a working environment of mutual encouragement in relationships and working practices, by upholding Christian standards in accordance with Biblical teaching.



Person Specification

Church Network Coordinator

	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • Current UK driving licence 	
Experience	<ul style="list-style-type: none"> • Good knowledge of Spring Harvest events, either as a guest or team member • Proven sales & marketing experience 	<ul style="list-style-type: none"> • Local Church Leadership • A good knowledge of church networks across the UK and a basic understanding of their beliefs and connections across the North of England and Scotland
Skills/Abilities	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite, including Powerpoint for presentations • Public Speaking • Good understanding of Social Media • Strong communicator • Good organisational and administrative skills • Networking skills • Time Management 	
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated • Relational • Team player • Able to take direction • Physically resilient • Committed Christian, active in local church 	

Terms and Conditions of Employment

Job Title:	Church Network Coordinator
Contract Status:	One year's fixed-term contract. Full-time (part-time hours considered)
Working Hours:	37.5 hours per week (7.5 hours per day, Monday to Friday) Unpaid lunch break of 30 minutes (mandatory) per day. Additional hours when preparing for and working away at events
Annual Leave:	20 days per annum (increasing by 1 day for each complete year of service to a maximum of 25 days) + Statutory Bank Holidays + Recovery day for each 7 consecutive days worked at events
Company Sick Pay:	23 days per rolling 12 month calendar period
Salary:	On application. Depending on experience.
Workplace Pension:	Employer's contribution of 4% of salary Minimum employee's contribution of 4% of salary
Group Life Assurance:	Lump sum benefit of 2 times salary payable to next of kin, subject to qualifying criteria
Probationary period:	6 months, with interim review at 1 month and 3 months
Notice period:	1 week, increasing to 1 month on satisfactory completion of probationary period

Employment Terms