

Pattern Church

Events Host

Job Description

The Role

Job Title:	Events Host
Reports to:	Associate Minister
Location:	Pattern Church, Swindon
Salary:	£10.50 p/h
Holiday:	28 days pro rata to be paid in addition to salary
Hours:	Ad hoc hours as required

Vision

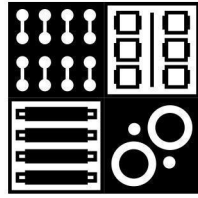
Pattern Church is an initiative of the Diocese of Bristol, to reach and bless the people of Swindon, and to be a resource to the town and region. Our vision is *'inviting people into family to serve Swindon'*.

Pattern Church is a wonderful old Victorian Railway Building and we love to rent out our spaces to host events. This is a great way of inviting people into our building and also raising funds to help support the upkeep of the building.

This role(s) is to help host events that run outside of our normal working hours, such as Saturdays or evenings. We want to provide an exemplary service to everyone using our facilities, to be able to welcome them back (and invite them to try the slide).

Key Responsibilities

- Be available during the event to provide any logistical support and answer any questions from the event hirer.
- Ensuring the space hired is set up and ready to be used, and also ensuring the same spaces are returned to normal after the event is over. (Most event hirers will be responsible for doing this but you need to check everything is as required)
- Make sure the kitchen (if booked) and toilet facilities are ready for use before and after the event.
- Providing tea/coffee if requested as part of the booking.
- Assist with basic AV requirements (a separate AV technician will be booked if required).
- Opening the building to allow the event hirer access and locking the building afterwards: checking the building for any damage, making sure alarms are correctly set, car park barrier locked, any windows closed, CCTV cameras active and kitchen equipment switched off.



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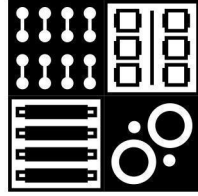
- Be aware of Pattern Church fire evacuation procedures and make sure they are followed in the event of the alarms being triggered or a fire, also understand how to reset alarms set off accidentally.
- Make sure any incidents or near misses are reported in the first aid incident log.

General Responsibilities

- Pattern Church is committed to equality of opportunity. All staff are required to comply with current legislation and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Pattern Church.

Person Specification

Requirements (Knowledge, Experience and Skills) The post holder must be able to demonstrate	Essential or Desirable	Measured by A- application/CV B- interview C- presentation/test
Strong commitment to the vision and values of Pattern Church	E	A/B
Ability to work with a wide range of stake-holders in a professional manner	E	A/B
Physically able to move furniture	E	A/B
Interested in detail	E	A/B
Great interpersonal skills	E	B
Self motivated problem solver	E	A/B
Excellent organisational skills with good time keeping	E	A/B



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Application Process

- If you are interested in applying for this role please send a letter of application detailing your reasons for applying for this post and examples of any experience or training which shows how you meet the criteria for the job and person specification, together with any other information you wish to add in support of your application.
- We will request details of two referees; one who can comment authoritatively on you as a person and one as an employee in relation to the level of the post, please include your current or most recent employer or their representative.
- Please forward to Hello@patternchurch.org
- You will be advised either if you are selected for an interview or if your application has been unsuccessful, shortly after the closing date for applications.
- Appointment will be subject to a successful DBS check.
- This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

Closing Date for applications: ongoing as required

Interviews on: ongoing