

EVENTS ASSISTANT



JOB DESCRIPTION

ROLE OVERVIEW

Location	-	Stoke Gifford, Bristol
Base	-	St Michael's Centre and occasionally St Michael's Church
Term	-	Initially a Fixed-Term Contract for 2 years
Hours	-	40 hours per week, including some weekend and evening work
Salary	-	£12.71 per hour
Start	-	1 June 2026 (flexible if required)
Benefits	-	25 days holiday plus Bank Holidays (pro-rata)
Reports to	-	Events Manager

Thank you for showing an interest in the role of Events Assistant at St Michael's Church, Stoke Gifford.

St Michael's is a vibrant church located on the outskirts of Bristol and is based on two sites: a 14th century building and a modern contemporary building consisting of a 450 seat Auditorium, rooms available for church use and to hire, a Pre-School & Nursery and a Coffee Shop.

We have fantastic facilities that we hire out to the local community, charity groups, corporate clients as well as using for the benefit of St Michael's Church.

The Events Assistant will be involved in ensuring that all rooms are set up as required, our clients are well looked after during their time with us and rooms cleared up afterwards. This role involves regular physical activity including lifting and moving furniture. They will also be involved with providing lunch and refreshments to the clients and ensuring that their basic tech needs are met. Also, they will be expected to help maintain the appearance of and the running of St Michael's Centre.

It is essential that they are able to work flexibly to meet the requirements of the Centre. Hours may vary slightly week to week, depending on the events schedule, with advance notice provided where possible.

DUTIES AND RESPONSIBILITIES

- Work alongside the St Michael's Staff Team, especially the Events Team. To attend staff meetings when appropriate
- To be welcoming, helpful and friendly in and around the Centre at all times
- To support the Events Team when hosting events at the Centre. This will include:
 - Setting up and tidying up rooms
 - Moving furniture, mainly tables and chairs, around the Centre
 - Making and serving refreshments, including preparing and serving lunches
 - Clearing up, washing up and cleaning up after clients
 - Engaging with clients as required and ensuring they have a positive experience whilst at St Michael's
 - To provide basic tech set up to ensure client meetings and events run smoothly (training will be provided)
- Liaising with the other members of the Events Team and work alongside casual part time staff to ensure the successful running of events
- To use St Michael's booking system (Churchsuite) to ensure clarity of bookings
- To be prepared to work some weekends and evenings to meet the requirements of the Centre
- To undertake duties as directed by the Events Manager

PERSON SPECIFICATION

ESSENTIALS

- This role does not require you to be a Christian, but you must be comfortable working within and supporting the values of a church environment and team
- A consistently open, welcoming, and positive approach when interacting with visitors, clients, and colleagues
- A strong customer-focused mindset, with a proactive and solution-oriented attitude
- Ability to work effectively as part of a team and build positive relationships with clients, supported by good verbal communication and listening skills

- Flexibility to work a range of hours, including some evenings and weekends, in line with the operational needs of the Centre & Church

DESIRABLES

- Experience in setting up conference rooms (AV equipment, seating layouts etc.)
- Experience assisting with Events Catering including set up, service and adherence to food safety and hygiene standards
- Experience of or a willingness to learn Event Technology, such as audio-visual equipment, live streaming and presentations (e.g. assisting with weekly church services). The hours worked on this will be paid at a higher hourly salary rate of £14.50
- Experience supporting general building maintenance including basic repairs and ensuring a safe and well-presented environment
- To be a practising Christian who attends church and worships regularly

APPLICATION PROCESS

Please read the Role Overview and Duties and Responsibilities above carefully. If you feel that you have the essential skills, enthusiasm and personal interest in the role we would love to hear from you.

If you have any questions or would like an application form please contact Jacob Clothier, Events Manager at: jacob.clothier@stmichaelsbristol.org or on 01179692486

St Michael's aims to create communities of wholeness with Christ at the centre. Our church communities need to be places where all are safe and protected from abuse, all can be healed and all can live life to the full. We are committed to enabling this aim, and we seek to provide effective safeguarding processes to ensure the safety of young people and vulnerable adults.