



St Michael's Church
Stoke Gifford

EVENTS MANAGER

JOB DESCRIPTION

ROLE OVERVIEW

Location	-	Stoke Gifford, Bristol
Base	-	St Michael's Church Centre and St Michael's Church
Term	-	Permanent
Hours	-	40 hours per week, including some weekend and evening work
Salary	-	£27,500-£30,000 depending on experience
Start	-	September 2026
Benefits	-	25 days holiday plus Bank Holidays

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.

We are looking for an experienced Events Manager who will oversee all the facilities' events that take place in the Church Centre ensuring that all users experience an excellent service. This will largely be venue hire events, but also will include a Church run Christmas event.

The type of events that we hold at St Michael's range from small meetings in our Seminar Rooms to large corporate conferences in our main Auditorium. We have events that cater for up to 450 clients and run many external Christian events, mainly on Saturdays. The successful candidate will lead on running these events from the initial booking, through the event until it is all packed away.

The Events Manager will also be responsible for line managing the Events Assistant plus recruiting volunteer and casual staff to help with the running of events and for marketing the Centre to help it maximise its full potential.

DUTIES AND RESPONSIBILITIES

- Work alongside the St Michael's Staff Team, especially the St Michael's Admin & Resource Team (SMART). To attend SMART meetings and fortnightly Ministry Heads' meetings on a Monday. To attend Staff Meetings on Wednesdays when appropriate.
- To ensure all rooms are set up, monitored and cleared away during Events and Client meetings. This will include moving furniture, particularly tables and chairs.
- Responsible for the overall "client" experience, to ensure the client's needs are met, including technical requirements. To evaluate the client experience to monitor and improve where necessary.
- Recruit volunteer and casual staff to work alongside the Events Team to ensure excellent customer experience and smooth running of events and the Centre.
- Liaise and work alongside all other staff members, including The Coffee Shop, to ensure the smooth running of the Centre.
- To manage the Events Team when hosting events at the Centre and to line manage members of staff who are solely focused on events.
- To use St Michael's booking system (ChurchSuite) to ensure clarity of bookings. To manage the Room Bookings module to ensure greater efficiency.
- Provide reports on current usage and future bookings for SMCC Trustees and attend SMCC Meetings as appropriate.
- To prepare and send invoice information to the Finance Manager so they can invoice clients.
- To respond and liaise positively with clients via email, on the phone and in person.
- To liaise with the Finance Manager to chase up unpaid invoices as and when required.
- Efficiently monitor the Centre's consumables, ensuring items are stocked, monitored and ordered in good time.
- To research and purchase resources online as required.
- To be prepared to work some weekends and evenings to meet the requirements of the Centre.
- Ensure that the Centre is ready for Church Services on a Sunday.
- To assist with maintaining the appearance of St Michael's Centre and assisting and advising the Buildings & Facilities Manager on what can be improved or repaired.
- Coordinate, order, and deliver catering for a variety of events, working with multiple suppliers and catering companies to source the most cost-effective and efficient solutions.
- To undertake any reasonable duties as directed by the Director of Operations.

Person Specification

The successful candidate will have most of the following:

ATTITUDES AND BEHAVIOURS

1. An understanding of, and a commitment to follow the ethos and values of St Michael's Church.
2. An open, welcoming, friendly and positive attitude.
3. A customer-focused attitude with a default to say "Yes".
4. The desire to do the best you can for your all users of the Centre, your colleagues, the Centre and yourself.
5. An enthusiasm for the possible and the potential of what can be achieved.
6. An attitude of "leading by example" before, during and after events.

PEOPLE AND ORGANISATIONAL SKILLS

1. An ability to work as part of a team with good verbal, listening and communicating skills.
2. An interest in meeting new people and forging relationships with clients.
3. An ability to supervise, motivate and develop staff and volunteers where appropriate.
4. An ability to work hours in a flexible way, including evenings and weekends to meet the requirements of the Centre.
5. The ability to use IT to store data, record information and communicate effectively.
6. Responsive and flexible in a timely way to requests .
7. Reliable and attentive to detailed operational details.
8. Understanding the importance of regular review and evaluation of performance to deliver constant improvements in service.

KNOWLEDGE

1. Be IT literate and have a willingness to learn new IT to help market the Centre.
2. To have a good knowledge of, or be willing to learn, Audio/Visual skills to be able to help facilitate events in St Michael's Centre.
3. An awareness of Health and Safety policies and procedures.
4. Experience of liaising with outside contractors.

APPLICATION PROCESS

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

If you have any questions please contact Andy Mead, Director of Operations at: opsdirector@stmichaelsbristol.org or on 01179692486

The Diocese of Bristol 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.

At St Michael's we are committed to enabling that aim, and we seek to provide effective safeguarding processes to ensure the safety of young people and vulnerable adults. All of those who work with children, young people or vulnerable adults at St Michael's undertake a checking process, culminating in a Disclosure & Barring Service (DBS) Check, which is renewed every three years. The role requires the successful candidate to undergo a DBS check once an offer has been made.

The closing date is Thursday 6 August at 5pm. If your application is successful, interviews will take place on week beginning Monday 17 August.