

Youthscape



Event Co-ordinator, Youthscape Events



About Youthscape Events

Youthscape Events run two major events each year; Satellites and the National Youth Ministry Weekend (NYMW).

Satellites is Youthscape Event's five-day event for young people where the priority is equipping them for faith in the other 360 days of the year. We want to encourage them to live with Jesus at the centre of their lives and understand what that means in practice, so we spend our days together not only learning about and experiencing God's love and power, but also exploring how to live for him all year round.

As well as providing opportunities for young people to hear relevant Christian teaching, and worship and pray together, our extensive programme is designed to give young people a fantastic week of fun, friendship and faith. From an innovative arts and creativity stream, to sports and late night entertainments, the range of activities and experiences is huge.

Since our first event in 2022 we have experienced rapid growth, and expect

to welcome between 4-5000 people to the fourth event, at The Bath and West Showground in August 2025. Our youth groups come from across the Christian denominational spectrum, and we're proud of our diversity and breadth. Our dream is to see an increasing number of young people find faith in Jesus and a home in their local church, and we believe Satellites can be a catalyst for both.

The National Youth Ministry Weekend is our annual gathering for 1,000 Christian youth leaders. Since 2017 we've been bringing together some of the leading voices in global youth ministry to inspire and equip both paid and volunteer youth ministers across a November weekend in Birmingham. We provide a wide-ranging programme designed to cater for a variety of delegate types, including church leaders, first-time youth leaders and experienced veterans. As well as spending time in worship, prayer and ministry, we hear from some fantastic communicators, and also try to find time for fun and community building. This has become an essential and beloved part of the UK's youth ministry calendar.



Job Information

The Event Co-ordinator will play a vital role at the heart of the events team, helping to hold together many of the key functions that make the events a success.

Working as part of a dynamic team, you'll get to be involved in every element of the events, from inputting into creative discussions around the programme, to ensuring we are taking the best possible care of our guests. You'll also play a major role in looking after our amazing volunteer team, both at the event and throughout the year. You'll be highly organised, great with people, and happy to manage competing tasks and priorities.

This is an exciting opportunity for a motivated team player, who gets excited about both the potential of a youth event to transform young lives through the love of God and is passionate about equipping youth workers to work with young people all year round.

Key tasks and responsibilities

1. To help co-ordinate the planning and delivery of events, as part of a small team

- To work as part of a small team responsible for delivering the Youthscape's Events. This role will focus on the logistical side, with some input into content and programme.
- To work on various aspects of the events, as directed by your line manager, implementing the event plan and ensuring that this is completed safely and on schedule.
- To manage the various Youthscape Events' email inboxes. The effective management of these inboxes, and the ability to respond using good communication skills and in a timely manner, is crucial to the success of this role.
- To be a key team member on site during the events and take on all reasonable roles and responsibilities.
- To contribute fully to the debrief and follow-up from the events.
- To attend team meetings and take / distribute notes when necessary.

2. To oversee and deliver the recruitment of the volunteer team for Satellites

- To support the volunteer team for the Satellites event, including answering questions, processing feedback and producing and updating role descriptions.
- To manage a robust DBS checking system, in consultation with our safeguarding team. This includes learning and adhering to systems, and working to ensure DBS checks are fully completed as early as possible in advance of the event.
- To build and develop relationships with our existing network of volunteers.
- To continue to grow a network of volunteers around the UK who will serve at the event, through new and existing means such as but not limited to, regional events, marketing and networking.
- To maintain relationships and communication through the year with our volunteers, including running training and recognition/appreciation activities.

3. To recruit and oversee exhibitors for both Satellites and the National Youth Ministry Weekend (NYMW)

- To recruit exhibitors for Youthscape's events through new and existing means such as but not limited to, regional events, marketing and networking.
- To organise contracts for exhibitors, ensuring these are returned and filed and all public liability and risk assessments are received in a timely manner
- To prepare a floor plan for exhibitions which accommodates all exhibitors along with their specific booking requirements successfully and complies with all health and safety regulations.
- To support and answer questions from exhibitors through the year.

4. To co-ordinate the planning and delivery of our event venues

- To work alongside the wider event team to ensure that we have a broad and balanced range of venues.
- To oversee the décor and aesthetic of these venues, ensuring an engaging and broad range are delivered within budget.
- To support venue leads, identify and troubleshoot issues, and implement improvements across our venues.

5. To fulfil wider responsibilities as a member of Youthscape's team

- To participate, as required, in meetings, training and development, and staff activities within Youthscape; including our weekly chapels on Mondays at 9am and attendance at three 48-hour retreats each year.
- To participate – along with all staff – in the Youthscape innovation process, including contributing ideas and attending occasional creative meetings
- To carry out other reasonable and relevant tasks as required by your line manager.

ESSENTIAL**DESIRABLE****Skills and experience**

- Team oriented, with outstanding inter-personal skills
- Self-motivated / self-starter
- Adaptable / flexible
- Implementer
- Excellent multi-tasking and task prioritisation and time management skills
- Good at building new relationships
- Excellent administration and organisational skills
- Creative and Innovative
- Autonomously working
- Problem solving skills and the ability to take initiative, in isolation and in a team.
- Strong work ethic to meet targets and deadlines

- 2+ years event coordinating/ planning experience
- Attention to detail
- Excellent communication and client-facing skills
- Excellent customer service skills
- Good research skills

Knowledge

- Awareness of Christian youth work in the UK
- Experience of recruiting and managing volunteers

- Knowledge of DBS process
- Knowledge of safeguarding procedures

Attributes and values

- Mature Christian faith
- Act with integrity and fairness
- Gracious and accepting of difference



Terms of employment

Youthscape benefits from a committed team who work closely together and have built a strong team culture. The Event Co-ordinator will be key in the smooth running of the event administration and therefore this role will be office based in Bute Mills in Luton.

The role is expected to last between 9 and 12 months starting in January 2025. It is a full time role for 40 hours per week, 9:00 – 5:30 Monday to Friday (with some variation around events).

Salary is from £25,000 dependent on experience.

There is a requirement that the role be held by a Christian.

The successful candidate must also be able to travel and be away from home overnight, if and when the role requires.

Youthscape offer an employer's contributory pension scheme for all staff and a wide range of employee benefits including:

- 25 days paid holiday (plus bank holidays) rising to 27 days after three years and 30 days after five years service.
- Additional annual salary increases within a pay band.
- Three staff retreats each year.
- £300 annual training allowance to be spent by employee plus access to fund for formal qualifications.
- Apple Macbook Pro provided and available for personal use.
- 24 weeks of paid maternity leave (12 weeks full pay, 12 weeks half pay) and 4 weeks of paid paternity leave.
- 4 week paid sabbatical for longer serving staff.

How to apply

Potential applicants are welcome to contact the Director of Youthscape Events, Martin Saunders, with questions in advance of making a formal application at martin.saunders@youthscape.co.uk.

The application deadline is midnight on Friday 29th November 2024. Applicants must complete our standard application form and send it along with a cv (and optional cover letter) addressed to the Director of Youthscape Events.

Applications will be assessed against the job description and person specification and successful candidates will be invited for interview. Notification will be made on 2nd December 2024.

Interviews are planned for 9th December 2024.

As part of our commitment to safer recruiting practices, we will carry out a series of checks and references for any candidates offered the role.

The successful candidate will be asked to start in January 2025 if possible. We do however recognise that there may be notice periods from previous employment to be honoured.



Youthscape

Youthscape is working to see every young person in the UK reached with the transforming love of God. We believe that this will only be achieved through the renewal of the local church's engagement with those young people; a church inspired and equipped with vision, research, skills and resources. This means that our primary focus is on inspiring, resourcing and training churches for the task of reaching young people.

We are youth workers. For more than 25 years, we have worked directly with young people and churches in our home town of Luton, Bedfordshire, and our work continues to flow out of this direct experience. Our vision to inspire the church and reach young people is rooted in both passion and practice.

We will engage three key groups through our work. We will invest in youth leaders, resourcing them for their task, training them to work innovatively with the emerging generation, and helping them to keep going for the long haul. We will seek to inspire and train church leaders to create a context for great youth work. And we will work directly with young people, both in Luton – where we continue to model excellent youth work - and nationally through events and resources which help to embed teenagers in their local church.

We will know that we are succeeding when more churches are growing because they prioritise the welcome and support of young people, and when more young people are finding a home in the Christian faith.



Youthscape

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