



Job description

Job profile	
Job title	Hospitality and Events Administrator
Department	SPTC
Reports to	Programmes Officer
Location	St Mellitus College, 24 Collingham Road, London, SW5 0LX
Travel required	Minimal
Work pattern / hours	Full-time
Date	
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	Yes

Role context

At HTB and its related entities, our vision is to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.

St. Paul's Theological Centre (SPTC) is based in Holy Trinity Brompton in London. Its vision is to 'bring theology back into the heart of the church' by these 4 aims:

- Offer resources for lay training for HTB & other churches in London
- Offer a route to ordination and church leadership training via a diploma/degree course
- Make these resources available to churches elsewhere in the world, especially those in the global Alpha network
- Provide a theological resource for the growth and development of HTB and Alpha.

SPTC is a constituent part of St Mellitus College (SMC). SMC was formed in 2007 by the Bishops of London and Chelmsford, in partnership with St Paul's Theological Centre (Holy Trinity Brompton). Our vision is to play our part in the revitalization of the church, offering theological education and training set in the context of prayer and worship that combines academic excellence, a focus on missional leadership, the formation of Christian character, and the flexibility to fit around busy lifestyles, all energized by the life of the Spirit.

The College has five centres across the UK – London, Chelmsford, the North West (Liverpool), the South West (Plymouth), and the East Midlands (Nottingham), and seeks to provide vibrant, innovative, and rigorous theological education through the delivery of non-residential, full-time and part-time training in theology and ministry at introductory, undergraduate and postgraduate level, preparing students for ordained, Reader (LLM) and lay ministries in the Church of England, and for leadership in other churches.

Role purpose

This is an important role providing a professional and welcoming college environment, supporting the community through offering hospitality and administrating events for staff, students and guests of the college.

Key responsibilities

This role should strive to provide an excellent experience in all aspects of hospitality, whether for those within the college community or guests and external contacts, and high quality events administration and delivery, with warmth, accuracy, a calm presence and an eye for presentation.



Key activities include but are not limited to:

1. Administrating student events

- Administrating the ticketing, accommodation booking and travel expenses for students attending the Leadership Conference
- Organising retreat weekends for ordinands each year including collating feedback from previous years, coordinating the retreat group team, booking retreat centres, confirming retreat leaders, creating the retreat booklet, liaising with centres for final details and invoicing
- Booking rooms for all London teaching
- Supporting the administration of the National Welcome and Induction Day
- Supporting the administration of Graduation
- Helping with hospitality of students on Monday teaching days serving during coffee or meal times
- Supporting the Admissions team in hosting prospective students on Open Days and Interview Days

2. Hosting and liaising with guests, visitors and external users

- Facilitate venue bookings by external users in line with site policy, including liaising with clients' booking requests and vergers and production teams regarding booking requirements
- Helping to deliver fundraising and alumni events
- Supporting Generous Orthodoxy event delivery
- Greeting visiting lecturers
- Hosting interview candidates in the recruitment process
- Reception hospitality – making the welcome area look presentable, ensuring marketing materials are stocked and up to date

3. Staff Events Administration

- Booking rooms for local and national staff meetings and working group meetings
- Coordinating food orders for staff meetings on Thursdays
- Administrating the rota for staff serving on Thursdays
- Administrating the annual staff retreat
- Organising the local Christmas and summer staff days

4. Office Administration

- Monitoring and ordering office supplies
- Undertaking such other duties appropriate to the post as may be assigned by the Programmes Officer or Director of College Operations as required

Additional Requirements

- Attending all National meetings of the wider SMC staff (usually in London), annual staff retreat, key staff gatherings and college events;
- Attending all meetings of the local London and Chelmsford staff team;
- Administer and attend one or more residential training weekend per year, for which time off in lieu will be given
- Work at other events from time to time as required for which time off in lieu / flexi-time will be arranged where necessary
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent);

Role dimensions	
Budget management (£)	n/a
People management	n/a
Key relationships – internal	Work closely with all SPTC & St Mellitus College (SMC) staff and HTB support departments: vergers, maintenance, volunteers, production, worship, IT



Key relationships – external	General inquiries about the college, students, speakers, lecturers, external guests
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Essential Skills, knowledge and experience

- Building on the foundations of and in the same spirit as the ministry of HTB & Alpha; a passion for theology in helping transform people’s minds, lives and society
- A committed and professional approach to events administration
- An enthusiasm for co-ordinating, organising and administration
- Customer service driven – a servanthood approach
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable and proactive team player
- Ability to work calmly and efficiently, and to cope with the unexpected
- An eye for detail and initiative to anticipate what needs to be done
- Excellent communications skills, both written and oral
- Excellent interpersonal skills especially in hosting meetings and liaising with staff, students and wider church leaders with varying backgrounds
- Proficient user of computer programmes including Microsoft Word, Excel, and Outlook

Desirable skills, knowledge and experience

- Educated to degree level
- Experience of working in an events-based role
- Recent experience of working in a customer facing role

Working environment

We have a purposeful working environment where we strive for excellence in everything we do. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline. The staff community is warm and engaging, with lifelong friendships being built.

Work expectations

- Mon-Fri: Standard Hours 9.30am -5.30pm, flexi-time is available, role dependent
- 25 days holiday per annum
- 6-month probationary period
- We offer a variety of benefits including pension, childcare vouchers, season ticket loan, bike scheme and a number of discounts to local providers
- Whilst the role is Monday – Friday, the role holder will need to be available to work key dates
- The role holder must be available to work at a selection of key events at HTB which could include Christmas services, Easter services and Annual Parish Church meetings when required
- Available to work at Focus (the church holiday in the summer, one-week duration).
- Attendance Tuesday morning htb Group staff meeting