

Events Staff

Application Closing Date:	07.02.2024
Hours:	Zero Hours
Team:	External Events
Reports to:	Events Manager
Responsible for:	Assist in delivery of high-quality external events

1. PURPOSE

Events Staff, in conjunction with the Events Manager, will be responsible for delivering high-quality external events, either individually or as part of a team. This role is responsible for overseeing all aspects of event planning, setup, and execution to ensure successful and memorable events for our clients, reflecting Christ.

2. AREAS OF RESPONSIBILITY

Events Setup & Planning

- Involvement in practical setup of a variety of events spaces including overseeing the setup of tables, chairs, hospitality areas, stages, lighting and other equipment

Hospitality

- Assist with food and refreshments, including setup, replenishing, and cleanup
- Ensure hospitality areas are well-maintained and stocked
- Washing of crockery and cutlery, sweeping and mopping of floors, and general clean-up of spaces

Hosting

- Greet guests with a warm and welcoming demeanour that reflects King's Church values and culture
- Assist guests and delegates with registration for events, directions around the building and any other queries
- Handle guest requests and inquiries promptly and professionally

Events Packdown & Evaluation

- Assist with the complete pack down of events ensuring all equipment is returned to its correct place
- Provide feedback for post-event analysis to ensure ongoing improvement of King's Church external events

3. THE DNA OF A KING'S CHURCH EMPLOYEE

At King's, we seek to build and nurture a culture for our church family that produces and protects a God-honouring atmosphere. We lay the foundation for this cultural expression by personally living out King's five big values of **Humility, Generosity, Maturity, Loyalty & Community**, and instilling them in all who work alongside us on our staff or as "volunteers".

As a staff we also need to carry three other important working values that are expressed through our day-to-day delivery of our responsibilities. These three "working values" are **Spiritual, Professional, and Relational**.

- **Spiritual:** Being spiritual is having God-centred influence grounded in scriptural truth and empowered by the Holy Spirit. We value being teachable and humble, fostering a culture of kindness, trust, loyalty, and honour. We are also servant hearted as we focus on building the kingdom and being full of faith to hear, believe, and obey God. Being men and women of faith and positive expectation.
- **Professional:** Being professional is producing high-quality work in a productive manner while operating in a culture of excellence, not perfectionism, to support King's mission. We steward King's vision and purpose while upholding high leadership standards regardless of position, leading with love and remaining above reproach in our conduct, outworking our role with integrity, hard work and diligence, endeavouring to fulfil all we've been asked to do.
- **Relational:** Being relational is valuing relationships over results. We show integrity by being humble, honest, trustworthy, and accountable to one another and to the Lord. We operate out from the "Triangle of Trust" working out any given authority in an adult manner, not parenting, lording, or demanding from others. Similarly we are quick to carry the weight and responsibility not only for our own relational wellbeing but behaving in such a way that is also responsible for the maintaining as much as possible for every relational transaction with others, being also accountable to each other for our words, actions, and behaviours. We are unified in supporting the needs of both the "organism"; the church family, and the "organisation" the corporate expression of our church, by collaborating, being approachable in every situation, and having fun along the way! We are also compassionate, always extending mercy and grace balanced with truth, endeavouring to manage conflict constructively and maturely.

As we uphold these five values and also our spiritual, professional and relational covenant to each other and to the Lord, we can better serve the kingdom through our vision, mission, and ministry strategy.