



We are a contemporary expression of church serving the Dagenham community on the East side of London since 1927.

We are empowering, relational, generous, passionate and full of faith!

Conference and Events Coordinator – Role & Responsibilities

Job Opportunity: Part-Time Conference and Events Coordinator (20 hours per week, flexible)

Job Title: Conference and Events Lead (Part-Time, 20 hours per week)

Reports To: Senior Business and Finance Manager

Location: London Riverside Church. Parsloes Avenue, RM9 5PT.

Contract: Negotiable based on experience

About the Role:

We're looking for a dedicated and detail-oriented **Conference and Events Lead** to join our team! In this role, you'll coordinate and manage our organisation's conferences and events, ensuring each one is executed with professionalism and excellence. You'll play a key role in maximising the use of our facilities, delivering outstanding experiences for clients, and contributing to our mission of community engagement and service delivery.

Key Responsibilities:

1. Event Planning and Coordination:

- Oversee the planning and execution of events from start to finish.
- Serve as the main point of contact for clients, understanding their needs and ensuring seamless event delivery.
- Collaborate with internal teams (catering, AV/PA, facilities) to provide a top-tier experience.
- Draft and manage event contracts, invoices, and payments in accordance with financial policies.
- Maintain up-to-date records of bookings using the designated event management system (e.g., Microsoft Planner).



2. Client and Stakeholder Engagement:

- Build strong relationships with clients to ensure a professional and welcoming environment.
- Conduct venue tours for prospective clients, highlighting our facilities and services.
- Lead on-the-day event coordination to address client needs efficiently.

3. Operational Support:

- Oversee event setup, ensuring all equipment and facilities are in place.
- Liaise with catering teams to plan menus and coordinate delivery schedules.
- Manage event logistics, including staffing, deliveries, and AV setup.
- Ensure all events meet health and safety compliance requirements.

4. Flexibility and Teamwork:

- Work flexibly, including some evenings and weekends, as required.
- Collaborate with colleagues across departments to ensure smooth event execution.
- Participate in team meetings and training sessions to align with organisational objectives.

Who We're Looking For:

Essential Skills and Experience:

- Proven experience in event management, hospitality, or a similar role.
- Strong organisational skills with the ability to multitask and meet deadlines.
- Excellent communication and relationship-building abilities.
- Proficiency in event management tools (e.g., Microsoft Planner or similar software).
- Ability to work both independently and as part of a team.
- Strong attention to detail to ensure high-quality event delivery.

Desirable Skills and Experience:

- Experience working in a community, faith-based, or non-profit organisation.
- Familiarity with audio-visual equipment setup and troubleshooting.
- Knowledge of health and safety regulations for event management.

Attributes:

- Professional, approachable, and proactive.
- Adaptable and solutions-focused, with a can-do attitude.
- Passionate about delivering high-quality events that align with our mission.



Salary and Benefits:

- Competitive salary negotiated based on experience.
 - Flexible working arrangements.
 - Opportunities for professional development.
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How to Apply:

Interested? We'd love to hear from you!

Application Deadline: 7/02/2025

Interviews: 14/02/2025 – 14/03/2025

For more information and to apply, visit www.londonriversidechurch.com/vacancies.

Return application to funso@londonriversidechurch.com or by post for the attention of Funso Ade-Davis.

Job Type: Part-time, flexible hours

Schedule: 20 hours per week, with occasional evening and weekend work required.