

Event Operations Coordinator

Job Description

December 2025

Job Title: Event Operations Coordinator

Purpose: Assist in the planning and delivery of National Vineyard Conferences

Reporting to: Operations Manager

Terms: Full-time position on a permanent contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment).

Salary: £30,716 - £34,898 per annum depending on experience

Location: The normal place of work will be Trent Vineyard, Lenton Lane, Nottingham, NG7 2PX. Hybrid may be considered if the candidate is not based in Nottingham but will be required in the Office min. 3 days per week.

Overall Responsibilities

This role sits within the National Events Team (NET) for Vineyard Churches UK and Ireland (VCUKI). The post holder will assist in the planning and delivery of our National Vineyard Conferences i.e. Vineyard Leaders' Conference, Cause To Live For (young adults), Dreaming The Impossible (12 – 18yrs) and other events that VCUKI ask to be organised.

National Vineyard Conferences project planning and delivery

- Lead in aspects of event operations administration and logistics for a conference as directed by the Operations Manager. At times you may be required to deputise for the Operations Manager.
- Set up VCUKI conferences in agreement with Operations Manager – responsibilities will include e.g. setting up events in ticketing systems, arranging catering or hiring of facilities, recruiting team, organising volunteer rotas, liaising with venues, customer service, problem-solving, creative solutions to deliver conferences and issues as they arise, set up and set down of the venues and delivery of the entire actual event as per event management plan.
- Deliver the conferences in accordance with the vision and values of Vineyard Churches to maintain a high standard and to see to every aspect and detail that ensures the event is successful and adheres to health and safety requirements
- To ensure timely delivery, your presence is required at the events. This may involve long hours setting up and setting down the conferences.
- Conference organisation and administration duties may include but are not limited to:
 - Manage ticket bookings
 - Keeping records of the status of all tasks and keeping the Operations Manager informed
 - Practical organisation of the venue and teams
 - Make accommodation and travel arrangements
 - Recruit, organise and mobilise teams of volunteers and staff
 - Manage conference budgets
 - Organise catering options
 - Liaise with suppliers and negotiate costs
 - Lead on the delivery of certain aspects of an event
 - Any other activities that are asked of the team for each event
- Ensure budgets for each event are kept up to date and all expenses are kept within the budget. All concerns will be raised to the Operations Manager
- Plan and undertake necessary conference follow-up and evaluation - always aim to innovatively improve the next event where required
- Handle all enquiries to the NET team effectively and professionally
- At the approved time, this position will have line management responsibilities of the team.

Further the delivery of our vision to 'Extend God's Kingdom together, everywhere in every way' through National events

- Be flexible as the job changes, taking on new areas of responsibility at the request of your line manager and relinquishing other roles as the staff team develops and responsibilities change.
- Attend relevant meetings, events and training as required

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- Comply with VCUKI policies and procedures
 - Assist VCUKI with additional administration support when necessary
 - Maintain a good working relationship with church members, staff and with other Vineyard Churches.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the National Events Team. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

EVENT OPERATIONS

CO-ORDINATOR

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
QUALIFICATIONS	Educated to Degree level or equivalent.	Event Management Qualification	Application
	GCSE English and Maths or equivalent at Grade 4/C or above		Application
SKILLS/ABILITIES	Driving Licence	Full UK Driving Licence	Application
	Customer service skills		Application Interview
	Outstanding communication and negotiation skills		Application Interview
	Highly organised, administratively minded and able to work to deadlines with attention to detail.		Application Interview / References
	Able to manage self and be self motivated, to achieve excellent results and meet deadlines.		Application Interview
	Have experience leading teams		Application/Interview
	Excellent multi-tasking and task prioritisation skills		Application Interview
WORK EXPERIENCE	Evidence of planning and implementing ideas and problem solving	Experience of events planning	Application Interview
	Understanding of event management procedures.	Past experience	Application Interview
	Working within budget constraints		Application Interview
KNOWLEDGE	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.		Application Interview
	A working knowledge of Microsoft office and/or Google suite		Application Interview
SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)	To agree with the Vineyard 'Ethos Statement of Faith' and work with those parameters.		Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.		References