EVENTS AND VENUE ASSISTANT

Responsible to: Events and Sales Manager | Contract: Part Time, Fixed Term (2 year), 2-3 day p/week | Salary: TBC

ABOUT THE ROLE

Generate and handle booking enquiries, events correspondence and event delivery at Central Hall. Working with the Events and Venue Manager and wider team/casual staff to successfully enable venue-hire events, particularly conferences, talks, concerts, weddings and summer festivals.

The post-holder should have an active Christian faith and understand the Venue department's role in relation to the rest of the church. Our priority is to be of service to the church and observe its values, hosting events that align with this to generate income that funds the church ministry. The events team helps to facilitate a service that shows the love and care of Jesus through our quality of work and treatment of those we work with, colleagues and clients, regardless of their own faith. We want to use the resource of our church building to bless our city, and the post-holder should share this value and work to facilitate this.

AREAS OF RESPONSIBILITY

- Administrate the bookings process using software and processes in place. Including, but not exhaustive; taking event enquiries, generating proposals and event briefs.

- Take direction from the Events and Venue Manager and support them in the development of the business and marketing

- Provide excellent event support for clients using Central Hall for their event, liaising with them from start to finish through excellent communication, site visits and producing event briefs for the team, ensuring their satisfaction and successful event execution.

- Support the operations team with other administrative tasks including; ensuring consistent handover between gatherings-ministries/events/care, invoicing and debt collection, taking deliveries and ordering supplies.

- Participate as a Central Church staff member, attending and contributing to staff meetings, devotions, and other training and gathering points as required by the Events

and Venue Manager/Leadership and as venue use allows.

- Support the delivery of church events from time to time.

- Carry out any other tasks as directed by the Events and Venue Manager to support the operation of the Venue.

This job specification will be subject to periodic review and possible amendment or modification, after consultation with the post holder in order to meet the changing needs of the Church.

This post has an occupational requirement for the post holder to be a Christian and ideally to be or become a worshipping member of Central Church.

The role 'Events and Venue Assistant' will bring with it relevant training and support, which will upskill the post holder and provide effective Career Development.

PERSON SPECIFICATION

Essential	**Desirable**
Have an active Christian faith	Direct experience of running events
Good communication/customer service skills - both written and verbal	Experience of Artifax software
Meticulously organised	Team management/recruitment/training experience
Attention to detail	Project management experience
Excellent IT skills	Social media marketing experience
Ability to work well within a team	
Ability to prioritise workload and work autonomously, using initiative	

How to apply

Applications are via CV and Covering Letter to Louise Wright louise@centralchurch.co.uk
We welcome informal contact prior to application, contact emma@centralvenues.org

Your covering letter should be approximately two pages of A4 and share some of your testimony, your experience and what excites you about this role.

The deadline for applications will be 9am, Thursday 3 December 2026.
Interviews will take place week commencing 7 December 2026.