



Job Description

Events Coordinator

Reports to	Operations Manager
Salary	£26,542.79 FTE (pro-rata for part-time hours) + 10% London weighting if located in a London postcode
Office location	London, SE1 1HL (nr Borough Tube Station)
Contract type	Hybrid (<50 miles by road from office)
Office attendance	Hybrid contract - 1 day per week
Holiday entitlement	25 days FTE (+ bank holidays) increasing to 30 days FTE (+ bank holidays) after 5 years service
Other benefits	-Up to 6% matched pension contribution -4x salary life cover -Enhanced Sick Pay, Enhanced Maternity Pay, -Enhanced Paternity Pay & Enhanced Shared -Parental Pay (after 2 years service)
Hours	Full-time - 21-35 hours per week
Travel	This role requires regular travel around the UK for events and conferences
Contract	Permanent

About Faith in Kids

Context

60% of active Christians in the UK came to faith in Jesus before the age of 11. If we miss childhood, then our churches will never recover. The data tells us what the Bible has always taught us, "Start children off on the way they should go, And even when they are old they will not turn from it."

Faith in Kids exists to make progress in developing a lifelong faith in our children, in supporting the parents and our churches to take spiritual responsibility for their children. We create podcasts, publish books, produce free-to-download resources and we provide training (both



in-person and online). We are growing. Join us to help us equip more parents and churches to confidently disciple their children.

Our Vision

Confident parents and thriving churches, raising children together, to trust Jesus eternally.

Our Mission

We encourage, inspire and equip the influencers of faith in children with support, training and resources.

Our Values

Gospel Hearted

We are unashamed. We are 'Jesus first'. We are about the better story; that is joyful, hopeful and found in Christ

Relational

We are wired for partnership. We connect to those we serve. We listen and we want to understand

Courageous

We will follow the need. We are daring, ambitious and bold in all that we do. We are not afraid to pioneer or to fail

About The Role

Faith in Kids has been going through an exciting season of development and growth. As we continue to work towards our strategic objectives and growing the team, we are in need of an Events Coordinator to assist in the planning and delivery of our online and in-person events and supporting our training manager in the growing training provision. This role will bring experience and expertise for Faith in Kids to deliver high quality training and events.

The ideal candidate will bring previous experience in planning and delivering a range of events. The ideal candidate will also have a strong understanding of how to run online events. The candidate would ideally have gained their experience within a Christian organisation but this is not essential.

This role will suit someone with high energy, who loves meeting new people and getting them excited about what we do, while also bringing attention to the details and getting things done.

Role & Responsibilities

General responsibilities

Events & Exhibitions

- Attend and oversee the delivery of the annual 'Dangerous Camping' weekend event in conjunction with Oak Hall
- Attend, plan and oversee the delivery of the majority of exhibitions
- Attend and oversee the delivery of our roadshow events in different parts of the UK (including set up and pack down)



- Planning of our roadshow events each year including liaising with potential venues, planning travel, accommodation, ticketing, refreshments, A/V requirements
- Under the oversight of the leadership team, manage all aspects of delivering a high quality events programme from conception to execution
- As Faith in Kids grows, ensure the events programme reflects the changing size, diversity and priorities of the organisation
- Use our online events platform (Ticket Tailor) to create events, manage attendees and manage communication for all events
- Encouraged to innovate and bring both their understanding of Christian events and industry best practices to the role

Training

- Work closely with the Training Manager, assisting them in the planning and delivery of online and in-person training events
- General support to the training manager in our training provision
- Oversee all the technical aspects of delivering online training
- Administration support for the training department
- Support the Training Manager in identifying and implementing a learning management system to maximise value for participants and help track engagement, retention and impact

Measurable outputs

- Plan the annual roadshow and all other events in the agreed timeframes
- Ensure the logistics of all events are delivered in line with the pre agreed expectations and quality
- Smooth running of all events - ascertained through post event feedback measures
- All other tasks delivered to the agreed quality and timeframes

Culture

- Clearly live out and embrace the values of Faith in Kids
- Clearly demonstrate a heart and passion for the ministry and work of Faith in Kids
- Sincere acceptance, understanding and practice of the Statement of Faith, Christian ethos, vision and mission of the charity

Other responsibilities include

- Being willing to pray with staff and fully engage with our Christian culture
- Being willing to encourage friends and family to support the work of Faith in Kids, if appropriate
- Attendance at organisation events, staff events and conferences
- Undertake all role appropriate training

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances and needs of the organisation.

Person Specification

Education



- A-level standard or higher

Experience

- Essential
 - Experience of running the technical side of online training
 - Experience with planning a wide range of in-person and online events
- Desirable
 - Experience with Children's ministry
 - Experience delivering training
 - Working in a Christian organisation
 - Understanding of the Christian charity sector
 - Familiarity with Evangelical networks, conferences & festivals in the UK
 - Experience being on or running a stand at an exhibition

Skills/Abilities

- Outgoing personality, confident and comfortable networking with a range of individuals, groups and networks
- Proven relationship management skills, e.g. ability to negotiate with third-party suppliers across a range of fields
- Highly relational approach to work and able to represent the organisation positively at a wide range of events
- Ability to remain calm and professional when under pressure
- Ability to think on your feet and make good and quick decisions in a changing situation
- Good organisational and planning skills
- Understanding and knowledge of event health & safety requirements, including risk assessments and emergency planning procedure
- Excellent written communication skills
- Personable, friendly and a positive 'can do' attitude
- Proven ability to work in a team and to be highly collaborative and able to work with a diversity of individuals both within Faith in Kids and externally
- Confident computer user including Office, Google Workspace, Zoom, Ticket Tailor & CRM system
- Ability to manage projects, achieve targets and deliver results

Christian Commitment

- The candidate must be in agreement with and give practical demonstration of the Faith in Kids statement of faith, ethos statement and organisational values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with the Statement of Faith
- Must be part of a local church

Safeguarding

All adults working in, or on behalf of Faith in Kids have a responsibility to safeguard and promote the welfare of children and adults. This includes: a responsibility to ensure a safe environment in which Faith in Kids can operate. Identify children and adults where there may be



safeguarding concerns and to follow the Faith in Kids Safeguarding Policy in addressing any concerns appropriately.

Date March 2026