DIOCESE OF GLOUCESTER
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Events Assistant
Salary	£9.00 (for those aged 18 and over)
Section/Team	Department of Mission & Ministry
Reporting to	Director of Mission and Ministry
Reporting to job holder	
Date of issue	January 2019

Overall Purpose of Post
To provide support to the leading Diocesan Officer in running a training event.

Context in which Diocesan Jobs are carried out
We want all our delegates to have a positive experience whilst attending a training event.

	Responsibilities and Accountabilities
1	Working with direction from a Diocesan Officer to set up the venue before an event starts. This may include the moving, or rearranging of furniture.
2	To prepare and serve hot and cold non-alcoholic drinks at set times through the event (details particular to each event), and clearing away between breaks.
3	To receive buffet food from external caterers and set out with food presentation and hygiene in mind. This includes ensuring adequate number of plates/serviettes are available.
4	Welcome and sign people in on an attendance register.
5	To help Diocesan Officer and delegates in a polite and helpful, 'can do' manner.
6	Communicate with Diocesan Officer and other colleagues as appropriate (problems etc.)
7	To clean up the venue after the event ends, and assist with inventory, food storage and other closing tasks, such as returning furniture to original setting.

Generic Responsibilities

8	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
9	To undertake as requested other duties as may reasonably be expected.

PERSON SPECIFICATION

Attributes	Essential (or expected to train/qualify to that standard)
Personal Qualities	Willingness to take initiative and responsibility Interested and supportive of event attendees and Diocesan Officer Good interpersonal & communications skills Flexible and helpful approach and attitude