

Activities & Events Co-Ordinator

Job Pack April 2024



St Luke's Parochial Trust

The heart of South Islington.

Contact us

Phone: 020 7549 8181 | Email: info@slpt.org.uk | Web: slpt.org.uk



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Dear Applicant,

Thank you for your interest in the Activities & Events Co-Ordinator post at St Luke's Parochial Trust. Enclosed is the Recruitment Pack that I hope is informative, and enables you to complete your application. St Luke's is proud to be a Living Wage employer.

The closing date for returning applications is 10am on Tuesday 23rd April, 2023.

Please return your completed application by email to recruitment@slpt.org.uk, with the subject line "Activities & Events Co-Ordinator Application".

Interviews will take place at St Luke's Community Centre, 90 Central Street, London EC1V 8AJ on Tuesday 30th April. Please indicate your availability for this date.

If you have any questions, or would like to discuss the role further, do not hesitate to get in touch.

Yours sincerely

Keren Wiltshire
Director of Services

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About St Luke's

We're a community hub in south Islington providing services, activities and events for local residents of all ages. We run after-school clubs, employment support, gardening for older people and much more. Our large, modern community centre on Central Street is a great backdrop for our varied activities, and we have several outdoor spaces for visitors to enjoy.

Our Mission

Our aim is to alleviate poverty, social problems and poor health throughout the local area. We do this by delivering a wide range of services, and keeping our community centre open for those that need it.

Our Beneficiaries

Our beneficiaries live in a densely populated, inner-city neighbourhood, with vast economic, social and health disparities. Islington is one of the top 10 most deprived London boroughs, with high numbers of residents receiving out-of-work benefits. Levels of poor health, both physical and mental, are significant.



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Job Description

Role: Activities & Events Co-Ordinator

Reporting to: Services Manager

Responsible for: Tutors, Volunteers and Students

Job Purpose

The Activities & Events Co-Ordinator will be passionate for developing a programme of community activities and events that take place throughout the week, Monday-Sunday. The post-holder will co-ordinate a programme of activities that encourage local residents of all ages to be active, engaged and connected in the community.

Key Responsibilities

- To plan, co-ordinate and deliver an annual programme of relevant and accessible activities, classes, events, workshops and outings that keep members of all ages engaged, learning new skills and active in the community
- To work collaboratively with St Luke's service leads and partner organisations ensuring the annual programme of activities and events is co-ordinated and reflects all aspects of St Luke's objectives
- To effectively identify the needs and interests of local residents effectively using a variety of consultation tools including our database, completing surveys and through evaluation
- In collaboration with the Communications Team, to create a range of marketing and promotional material for the activities and events
- To research and recruit suitably qualified and experienced tutors and facilitators and supervise their involvement in delivering St Luke's programmes
- In collaboration with the Volunteer Co-ordinator to supervise and support a team of volunteers supporting the programme of activities and event

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- To report on and review attendance monitoring systems assessing the impact and quality of activities and events
- To maintain efficient manual and computer-based records of data in line with current guidance and procedures
- To oversee and assist in the upkeep of the facilities and equipment reporting defects or issues as necessary
- To contribute to external reporting, funding applications and any ongoing monitoring and evaluation requirements.
- To attend external meetings as required representing St Luke's and the local community and to take part in, and contribute to, internal meetings including team meetings, supervision, staff meetings, training etc
- To comply with the Charity's policies on Diversity and Equal Opportunities, Fire, Health and Safety, Safeguarding etc
- To carry out any other duties within the scope, spirit and purpose of the job and St Luke's, the title of the post and it's grading as directed by the Services Manager

PERSON SPECIFICATION

Essential Skills, Experience & Abilities

- Experience of working in a community setting delivering a range of successful activities and events
- Experience of developing and managing new and existing activities and events from initial planning to post evaluation
- Organisational, administrative and time management skills with the ability to prioritise and deliver quality work to deadlines

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- Ability to manage multiple projects simultaneously and work comfortably under pressure within a busy environment
- Track record of creating, managing and working within established budgets
- Ability to work in partnership with a range of colleagues, individuals, organisations and groups to support and engage the local community
- Understanding of how race, sex, age and other issues are relevant when providing support to users and in all dealings with staff, trustees, clients, volunteers and other individuals
- Ability to anticipate problems, design solutions, take initiative and be creative
- Excellent communication and interpersonal skills with the ability to build relationships and negotiate effectively with a variety of stakeholders
- Ability to work flexibly including weekends and evening work
- Excellent IT skills including Word and Excel

Benefits

- Being a part of a small, high quality, open minded and friendly team
- Flexible working environment
- Wide range of learning and development opportunities

How to apply

Thank you for your interest in the Activities & Events Co-ordinator role. As an equal opportunities employer we welcome applications from all sections of the community. Candidates must be based in the UK, and have the right to work in the UK.

St Luke's Parochial Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all of its employees to share this commitment. As such, an Enhanced DBS disclosure will be required for this post.

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Please return your completed application form by email to recruitment@slpt.org.uk.

Application is via St Luke's application form only; CVs will not be considered.

The deadline for submitting applications is 10am, Tuesday 23rd April, 2024. Interviews to take place Tuesday 30th April, 2024.

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Terms and Conditions

Contract

The contract is permanent, subject to references, the successful completion of a six month probationary period and an Enhanced DBS check.

Location

The post is based at St Luke's Community Centre, 90 Central Street, London EC1V 8AJ

Hours of working

The post holder will be required to work for Full time, 37.5 hours per week, evening and weekend work will be regularly required

Salary

£28,000-£32,000

Annual leave

26 days plus bank holidays

Other benefits include

Stakeholder pension, Life Cover, season ticket/bicycle loan, Benenden health care

Probation

There will be a six month probationary period. After successful completion of the probationary period, the post holder will be offered a permanent contract. A termination of contract will be for reasons that have been made clear prior to the probationary period being completed.

Notice period

Normal notice period is one week during the probationary period, and four weeks thereafter.

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St Luke's Community Centre

90 Central Street, London, EC1V 8AJ



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