



17th November 2023

The Wren Project

His Royal Highness The Duke of Edinburgh – Patron
David Snowdon, Earl of Snowdon – President
Philip Bobbitt KBE, American Friends of St James's 501c3 – President
Tai-Heng Cheng, American Friends of St James's – Chair

Church Profile

www.sjp.org.uk

St James's is a lively, inclusive church in central London and draws together a diverse set of activities, projections, and aspirations. St James's is at an important moment in its 339-year history. We're beginning a new chapter with a major capital project ('The Wren Project') which was launched towards the end of last year. Together with developing our buildings, we are developing an events and advocacy programme which will involve the curation of impactful experimental events, open to people of all faiths or none.

Our Vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church.

Our Values

Contemplation. Action. Adventure. Kindness. Courage.

Events Manager

The Events Manager will work with the Director of Development, The Head of Department and the Head of Events, in the creation of dynamic and engaging series of events to meet fundraising targets by building strong relationships with all stake holders. The Events Manager will lead and deliver on a portfolio of events that support the capital campaign, and a range of St James's activities. These will include work on major events in the UK and in the USA as part of a events strategy.

Role Details

Role Title - Events Manager

Hours of work – 35 hours per week (full time employment contract – fixed term for 24 months – further details on pages 3 & 4)

Responsible to – Director of Development through Head of Department

Key relationships – Director of Development, Head of Department, Head of Events

Purpose of the role

To create and manage engaging fund-raising events as part of the strategy to raise £20m for The Wren Project. These events will also enliven and deepen stake holders' understanding and knowledge of St James's work.

Responsibilities

- a** Responsible for meeting fundraising targets set by Director of Development by encouraging current and potential supporters to organise fundraising events, as well as organising the projects fundraising events.
- b** To create engaging communications regarding fund raising as part of the overall communications strategy in liaison with the Head of Communications and the Digital Communications Officer.
- c** To work with individuals, communities, and businesses, to raise awareness of the Church's work, aims and goals. Ultimately, to increase the contributions of individuals and groups by building relationships and exploring new fundraising techniques and ideas.
- d** To produce and deliver creative high-quality events in person and online, including the management of some large-scale fund-raising events, that inspire and engage target audiences.
- e** To evaluate fund raising events in order to ensure that there is record on file/feedback as well as to ensure continuous improvement.
- f** To manage the CRM Donorfy in relation to all events

Person Specification

All requirements are essential unless stated otherwise:

1. To be in sympathy with and actively support St James's Church mission, ethos and practice. (Refer www.sjp.org.uk for details.)
2. Experience of working with a successful fundraising team.

3. Demonstrable experience of managing both small and large-scale events or projects – for the latter involving complex logistics. This includes on-the day management of the project including the resources in the most efficient and effective manner.
4. Experience of leading and delivering a portfolio of events and a proven track record of event management including budget management.
5. Experience of having evaluated events in providing insightful feedback.
6. Strong project management experience and the ability to build strong relationships with a wide variety of stake holders.
7. A knowledge and understanding of health and safety requirements and the associated risk assessment requirements.
8. Excellent communication skills, both verbally and in writing, able to represent St James's Church within and outside the wider church.
9. Ability to build and maintain relationships with internal and external stakeholders.
10. Excellent organisational skills with the ability to multi-task and meet required timelines.
11. Good analytical and numerical skills with the ability to report on datasets and make informed decisions and suggestions for continuous improvement.
12. Have proven skill in good team working.
13. Have working experience and strong knowledge and understanding of Donorfy or similar CRM

Equity, Inclusion and Diversity at St James's

It is important that we are representative of people and communities from across society. We actively welcome applications from people who are currently under represented in our community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Terms of Appointment

Title: Events Manager

Employment contract: 2 years fixed term – 35 hours per week: Monday to Friday 9.30am – 5.30pm (excluding an hour for lunch) with out of hours and weekend work expected when necessary.

Remuneration: £32,000 pa: 7.5% employer pension contribution with .5% contribution by employee

Leave entitlement: 25 days annual leave plus public holidays

The role is based at the Wren Project Office, Unit 1b, Princes House, 38 Jermyn St, St. James's, London SW1Y 6DN with St James's Church (W1J9LL) being a 5 minute walk away.

Application Process

For further information please contact Brian Willetts, Director of Development

development@sjp.org.uk

Please complete the application form (details of referees required) – refer www.sjp.org.uk/jobs - and forward to Jane Gray hr@sjp.org.uk by midday Thursday 14th December 2023. (Job description including person specification on the website too.)

Interviews will be held on Tuesday 19th December 2023 - aiming for a start date as soon as possible.