



THE SUNDAY TIMES
BEST NOT-FOR-PROFIT
TO WORK FOR 2018

Job Description

Events Production Coordinator
February 2019



‘The Message is a fantastic place to work. I get to be part of a global mission, a supportive community, and grow under a group of inspirational leaders.’

Ruth, Central Support

For the last quarter of a century, we’ve been leading the way in reaching the hardest-to-reach with the life-transforming gospel of Jesus Christ. The Message Trust was founded in 1992 by Andy Hawthorne, a passionate evangelist who was awarded an OBE in 2011 for services to young people.

At the heart of our operation is our staff team – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship.

In 2018 we were named the **Best Not-For-Profit Organisation To Work For in the UK** by the Sunday Times Best Companies survey, based on responses submitted by our staff. We’re proud to know that we’re not only making a difference in the lives of the people we reach through our work, but that we’re making a difference to our employees lives too by being an outstanding working environment.

At the heart of our staff culture is a regular rhythm of passionate prayer. We spend at least half an hour every day seeking God and listening to his voice. Working here means you’ll have room to grow, not just professionally, but spiritually too.

By joining the Message team, you’ll be joining a family – united in one vision to see lives changed for the better.

Find out more at message.org.uk.



Our staff team in 2018



Prayer & worship are at the heart of our staff rhythm



Message CEO and Founder Andy Hawthorne

Job Specification

Job Title: Events Production Coordinator

Location: The Organisation's Headquarters, Sharston, Manchester

Date: February 2019

Hours: Full-time

Salary: £21,500–£22,500, dependent on experience

Responsible to: Missions Development Manager

Responsible for: Organising and facilitating the production requirements of The Message Trust. This includes internal events at HQ and external missional and fundraising events

Primary internal working relationships: Mission department, Higher team, Fleet and Facilities Manager

Primary external working relationships: MTS Live (MTS) – external production company

Our Events Production Coordinator will play a vital role in delivering The Message's missional and fundraising events. This role requires diligent administration, exceptional problem-solving skills and an ability to organise and manage logistics. The successful candidate will thrive in a live environment, taking pleasure in delivering sound, lighting and video production to the highest standard. They will be a team player, both ready to support the needs of those on stage and confident working with industry-leading professionals, and will have excellent interpersonal and communication skills.

Main duties and responsibilities

- To liaise between MTS and Message Trust mission teams in order to facilitate technical support at Message or associated events, gigs, meetings, both internal or external, as directed and in keeping with the outsourced production contract.
- To execute venue visits and reconnaissance for proposed event venues to consider technical requirements, and pass on this information to the relevant persons respectively.
- Work closely with the Executive Director, Operations to manage the overall production budget.
- Work closely with Message and Message Enterprise Centre departments to ensure production requirements for missional and fundraising events are met and within budget
- Work with any external project managers to help facilitate larger events. This also includes liaising between Message mission teams and the project manager.
- To work alongside the Fleet and Facilities Manager to ensure all necessary risk assessments are completed for all teams working away from Message HQ.
- To communicate with the contracted production company to ensure all dry-hire equipment is organised after use, in readiness for collection or delivery, checking that returns match that which was sent out, with all associated paperwork.
- To organise repair and maintenance works for all internal equipment with contracted production company.
- Organise and facilitate the Message Warehouse venue from a technical perspective. This includes maintaining, improving and tidying the stage and front of house area, alongside organising and delivering front of house sound for Message prayer events.
- Contact any visiting bands to establish their technical requirements and liaise with the contracted production company.

- To enter fully into The Message's team life, including morning prayers, monthly prayer days, evening prayer meetings and Mission Department away days.
- Meet the Message staff contractual obligations assisting with the agreed amount of weekend events as required.

All Message staff are set a personal fundraising target. We ask that the successful applicant has a minimum of £100 per month of regular financial support before commencing employment increasing to £150 per month by the end of the 3-month probation period and aims to add one a month after that. Training and support will be given to help you achieve this. Staff are also expected to organise, and take part in, at least one fundraising or other sponsored event annually.

Essential skills and experience

- **Communication** – the post-holder must have excellent interpersonal, written and verbal communication skills. The role involves working closely with the Missions department, external production managers, external production companies, schools, church leaders, youth workers and The Message's Partnerships and MEC teams.
- **Organisation** – in order to manage all the production requirements of the busy mission team, exceptional organisational skills are needed. The post-holder must be able to plan and monitor delivery of several projects at once, balancing demands and pressures from all parts of The Message. The post-holder must be able to show leadership skills in pressurised situations such as sound checks and other event-related occasions.
- **Technical skills** – experience of sound, video and lighting in a production environment is essential. Experience of running large scale events in production management is preferred.
- **Professional approach** – the post-holder must be able to handle conflicting and competing demands from across The Message in a professional manner, using sound judgement to assess and prioritise workflows.

Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.*

* Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at message.org.uk/jobs

Genuine Occupational Requirement (GOR): This post has been identified as having a GOR to be filled by a Christian under the provisions of the Employment Equality (Religion and Belief) Regulations 2003 Section 7.2

Person Specification

Attribute	Essential	Desirable
Personal skills	<ul style="list-style-type: none"> - Practically minded - Excellent organisational skills - Good communication skills and a confident telephone manner - To be computer literate (Word, Excel, Outlook) - An ability to problem solve and work on your own initiative within the scope of a set brief - Able to work under instruction and guidance - Be of polite and courteous nature when dealing with others, including contractors and suppliers, clients, customers, volunteers, venue managers, etc. - Patience when dealing with difficulties 	<p>Good personal management and time keeping</p>
Work-related skills and experience	<ul style="list-style-type: none"> - Be familiar with current workplace health and safety issues and practice - To maintain accurate work levels during high levels of demand - Familiarity with running events – having a general knowledge and understanding of the working context - Sufficient competence and forethought for risk assessing exterior operations 	<p>A level of knowledge and ability in sound engineering</p> <p>A level of people management skills</p>
Work-related circumstances	<ul style="list-style-type: none"> - Willing to work evenings and weekends - Be in keeping with core Message ethos and values - Able to work both from home and outside from Message HQ 	<p>Own car and full clean driving license</p> <p>Business-use car insurance</p> <p>Ability to relate to young people</p>

Confidentiality

Any information relating to people contacted by the Message Trust which is acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

The successful candidate for this post will be asked to apply for a Disclosure. The Message has decided that this shall be at the level of: ENHANCED. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk.

Note

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

Working for The Message Trust

The Message Trust exists to share the good news about Jesus Christ boldly with young people, primarily in urban areas. Working in schools, in local communities and in prisons, The Message is in regular contact with around 100,000 young people each year across the UK and now internationally in South Africa, Canada and Germany from our base in Manchester.

Our objectives are expressed in the following ways:

- Producing quality Christian music and educational resources. Live music bands, printed materials, the internet and multimedia are all used to communicate the gospel to young people in ways that are relevant to today's youth culture and perspectives.
- Community-based Eden teams advancing the work of The Message through partnerships with local churches. Our goal is to see Eden teams with full-time and volunteer youth and community workers established in the most deprived neighbourhoods of the UK, positively impacting the people in those areas irrespective of religion, colour or background.
- Working in prisons and young offender institutions, sharing the gospel with inmates and offering discipleship programmes. After release, we offer supported housing in a Christian environment and employment through our enterprise initiatives.
- Inspiring and training church leaders and youth groups to be effective in reaching and communicating the Christian gospel to young people. Our goal is to produce discipleship materials, evangelism training courses and to inspire people to get involved with their neighbourhoods, through social action and evangelistic outreaches.
- Partnering with local churches, local authorities, schools, the police and other agencies to provide new opportunities and positive experiences for disadvantaged, deprived and marginalised young people across the UK.

Ethos & Values

Making A Difference

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms the Christian origins of the Trust and its ongoing day-to-day working principles. A Statement of ethos and values is in place (see below) to demonstrate how the Christian Faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion. The Trustee, Executive, Management and Outreach posts within the organisation have been recognised as carrying a Genuine Occupational Requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work. The Message Trust is an inclusive Christian organisation, working with and supporting people from all sections of the community. In particular the Statement explains how organisations and individual people from all faiths or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Trust's Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian

organisation working with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

People

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.

Partnership

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between the Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

Performance

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to treat clients and service users as they would wish to be treated, and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.