

Conferencing Host

Job Description

Main Purpose of the Role

To set-up, host and pack-down external events booked through Everyday Conferencing. To ensure Hirers have a positive experience while using our venues for their meetings and events.

Reports to:	Operations Assistant
Liaises with:	External conferencing clients Relevant Everyday staff
Place of work:	Everyday Church Wimbledon Everyday Church Kingston Everyday Church Southfields
Days/Hours:	This position is for a zero-hour contract. This is a permanent position.

Key Responsibilities

Set-ups/Pack-downs

- Putting out chairs and tables before an event and packing them away afterwards.
- Setting up AV equipment (projectors, TV screens, mics, and amps, etc.) before an event and packing it away afterwards.
- Setting up any other specific resources required for the event and packing them away afterwards.
- Ensuring the rooms and toilet facilities are clean and tidy for the arrival of our hirers.

Hosting Conference

- Liaising with the Hirer.
- Welcoming guests.
- Being available to answer questions or queries for our guests.
- Maintaining security of the building.

Other

As a charitable Christian organisation, the post holder must be committed to and embrace Everyday Church's ethos.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children, young people and vulnerable adults in accordance with the church's Safeguarding Policy.

Person Specification

	Essential	Desirable
Skills/Abilities	<ul style="list-style-type: none">• Physically capable to move chairs and tables around for a room set-up/pack-down.• Ability to relate well to people at all levels of the organisation and outside.• Excellent interpersonal skills.• Able to take initiative with requests during events.	<ul style="list-style-type: none">• Basic competence with technology.
Personal Qualities	<ul style="list-style-type: none">• Good time keeping. It is imperative that hosts turn up on time for their duties.• Good attention to detail.• Integrity, flexibility, team player.	<ul style="list-style-type: none">• Familiarity with our buildings.