

# Job Description

<b>Job Title:</b>	Commercial and Events Manager
<b>Reports to:</b>	Vicar
<b>Responsible to:</b>	Directors of Trinity Trading.
<b>Responsible for:</b>	Catering Managers, Shop Volunteers.
<b>Key Relationships:</b>	Trinity Room Staff, Shop Volunteers, Caretaking Team, Volunteer Manager, Vicar, Heritage Manager, Churchwardens, Parish Administrator, Finance and Fundraising Committee. Hull creative and Events scene.
<b>Salary:</b>	£36,648 pa, FTE (37.5hr, NJC 28)
<b>Hours of work:</b>	Core hours are 32 hours per week, Tuesday – Saturday (weekend and evening work will also be necessary. Time off in lieu will be given)

**Closing date for applications:** 14<sup>th</sup> April 2024

**Interviews:** 22<sup>nd</sup> April 2024

## Overview:

Hull Minster is situated at the heart of Hull, a place to worship, explore, enjoy & belong. Built in 1285, Holy Trinity Parish Church was re-designated as a Minster in 2017 to play a pivotal role in Hull City of Culture. The opening up of Trinity Square and the substantial development work within the Minster has transformed the space. The building is now open six days per week, hosting arts and cultural events, heritage activities and open days, civic events, community activities & services. The third phase of our major development project completed in 2022 includes a new Trinity Room café and meeting space. Hull Minster has a well-established volunteering programme with over 150 volunteers who welcome over 97,000 visitors a year.

The Minster is home to growing and diverse congregations embracing traditional and contemporary styles of worship. Grounded in scripture, we seek to be a people deeply listening to God and the people of the city we serve. Alongside our city-wide role, the parish of Holy Trinity serves a highly diverse area where urban deprivation sits alongside warehouse conversions and regional offices of international companies.

## Purpose:

Trading is an essential dimension of the Minster's financial sustainability together with giving, donations and grants. The purpose of the role is to develop an annual programme of events to grow this income in line with the ethos and purpose of the Minster as a place of Christian Worship and witness. You will have a strong understanding of the income generating potential of Hull Minster, Trinity Rooms café and shop. You will work closely and

collaboratively across the whole organisation and city creative and cultural sector to manage the complex needs of our multi-functioning site.

**Key Objectives:**

Working with the Trinity Trading Directors and the PCC Finance and Fundraising Committee you will develop a strategic and financial plan for commercial income generation, and a marketing and communications strategy to achieve it.

You will be responsible for all coordination, marketing, planning and delivery of our commercial activities, including the Trinity Room Café, shop, concerts, conferences, markets, and functions.

**Responsibilities:**

1. Supporting the Trinity Rooms café staff and shop volunteers to offer an excellent service to visitors, which strengthens income generation.
2. Developing a marketing plan, which promotes the unique setting and features that Hull Minster offers.
3. Developing an annual programme of activities and events at Hull Minster, working where appropriate with in partnership with Hull City Council and other key partners in the City and region.
4. Facilitating client site visits, promoting our venues and range of options for their events.
5. Providing quotations - room hire, technical packages, equipment hire in, catering etc. Always establishing a strong understanding of the economics of the event from the Minster's and the client's perspective.
6. Working with existing and new clients to plan their events, and with our in-house events team and external caterers, including preparation of briefing sheets, room layouts etc
7. Working with clients, you will oversee the delivery of their events, ensuring they run smoothly and efficiently from start to finish, through both front of house and back of house operations.
8. Working with the volunteer manager to oversee staff and volunteer planning, briefing and communications.
9. Contracting, invoicing, and ensuring all required documentation for any event is in place.
10. Liaising with the parish administrator and clergy in maintaining the Minster diary, including awareness of shared space use and conflicting organisational demands
11. Any other reasonably requested tasks.

**Terms and Conditions:**

- The post is conditional on appropriate DBS clearance and character references.

- The appointment is subject to a six-month probationary period.
- Able to prove the right to work in the UK.

**Person Specification:****Experience:**

1. A good track record in a commercial setting. – Essential
2. Experience of events management – Essential
3. Experience in the catering and hospitality sector - Desirable
4. Experience of working with a team of paid staff and volunteers - Desirable

**Skills:**

1. Sound communication skills – Essential
2. Strong IT skills – Essential
3. Good standards of literacy and numeracy. - Essential
4. Good working knowledge of sound desk and AV equipment.
5. Good knowledge of Microsoft Office -Essential
6. Working knowledge of social media – Essential
7. Familiarity with Microsoft Teams. - Essential
8. Familiarity with Churchsuite, Hootsuite – Desirable
9. Familiarity with Canva. - Desirable

**Personal Attributes:**

1. You will be a people-person with excellent interpersonal and strong leadership skills, able to communicate confidently and effectively both internally, and with clients and contractors.
2. You will bring passion and enthusiasm to the role, supporting the unique role of Hull Minster in the life of the City of Hull.
3. You will be flexible and adaptable, able to respond to situations as they arise in a calm, logical and controlled manner.
4. You will be organised and efficient, able to manage multiple tasks at once, and be skilled in organising the team to deliver for customers and clients.
5. You will be prepared to work hard as part of a team to meet essential deadlines.
6. You will be able to deal with a range of people from a variety of backgrounds.
7. As a faith-based organisation and place of Christian worship, our beliefs are central to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision.

For more information about the role please contact Alasdair Hutson, Director of Operations on [al@hullminster.org](mailto:al@hullminster.org).

Please send a current C.V and covering letter to Alasdair Hutson, [al@hullminster.org](mailto:al@hullminster.org) or through Indeed.