

Events Manager

Salary: FTE £33,000 per annum, actual £19,800

Hours of work: 22.5 hours per week to be worked flexibly to meet the needs of the role.

Contract type: 1-year fixed term contract with a view to extending subject to funding.

Purpose of role

Fountains church is a newly developed church in Bradford city centre. After extensive renovation work converting three former nightclubs into an exceptional church and events venue, we are seeking to drive forward a complete events programme and strategy to provide a stable and sustained source of income to support the mission and ministry of the church, serving the local community and people of Bradford, alongside becoming a valuable partner in the city with key stakeholders and organisations.

With four modern, welcoming event spaces, state of the art AV equipment and a first-class catering team we are a truly versatile event facility in the heart of the city. We are looking for a motivated, passionate and driven individual to join our team and take our events strategy to the next level. This will be a key role within the organisation to ensure long term sustainability for Fountains Church by delivering a strategy that will help the organisation to meet our challenging events income target.

Find out more at

<https://www.fcb-hire.co.uk>

<https://fcb.church>

Sales & Business Development

- Drive forward a sustainable and profitable eventing strategy that will support the work of Fountains Church for the future.
- Act as the main point of contact for all commercial clients, cultivating productive relationships to drive repeat business and word of mouth recommendations.
- Respond to enquiries and bookings in a timely and professional manner and ensure all client requirements are clearly documented for the events coordinator at hand off.
- Identify and pursue new opportunities through networking and developing relationships with key stakeholders.
- Actively promote Fountains Church as a premier events facility in Bradford.
- Develop partner relationships with key suppliers including catering, wholesalers, event hire companies to support and enhance our offering to customers.

Marketing

- Develop and implement a marketing strategy to ensure the venue and FCB Hire brand is widely promoted locally and nationally.
- Alongside the leadership team, contribute to the planning of an internal events programme.

Operation and Finance

- Effectively communicate with the Events Coordinator and other supporting teams to ensure that events are delivered to customer requirements and to a high standard of customer service.
- Work with clergy team, operations manager and catering staff to maximise opportunities, increase engagement and ensure smooth delivery of events, whilst balancing the needs and activities of the church.
- Ensure all relevant policies, pricing structures, contracts, T&Cs and H&S documentation is in place and updated regularly to support the safe and effective delivery of events.
- Ensure compliance with statutory legislation and church policies, including PRS, licensing requirements, H&S compliance.
- Manage online booking systems such as Churchsuite, Ticket Tailor, Venue Directory etc.
- Manage events and marketing budgets to ensure targets are met and provide key management data to the leadership team.
- Maintain accurate records on events, including feedback and quantitative data, to advise and support the leadership team in their decision- making.
- Assist the Events Coordinator with recruitment and development of support staff.

Other

- Support Fountains Church safeguarding policies and procedures to ensure the well-being and safety of all. You will be required to undertake safeguarding training.
- Perform other duties as reasonably requested by the leadership team.
- Be able to be flexible in days/ hours worked.
- Support the Church's commitment to equality and diversity as per the Equality and Diversity policy.
- The successful applicant must be sympathetic to the ethos and beliefs of the Church of England, Fountains Church and related practices.

Line Management

Reports to Operations Manager

Responsible for Events Coordinator

Person Specification

Qualifications	
Good standard of education with English and Maths GCSE or equivalent	E
Degree in a related discipline	D
Experience	
Commercial acumen	E
Experience of sales/B2B development/ relationship management	E
Experience of line-management	D
Experience of financial reporting and management	D
Experience of managing a portfolio of events	E
Skills/ Abilities	
Ability to manage a heavy and diverse workload so that deadlines are met without loss of quality	E
Be able to balance commercial priorities with the Christian ethos, values and activities of Fountains Church.	E
Demonstrate keen decision-making skills, even when under pressure	E
Excellent communication skills and clearly communicates with key stakeholders.	E
Ability to take on last minute ad hoc duties	E
Ability to work collaboratively across the wider staff team	E
Flexible and positive can-do attitude and able to adapt to changing situations	E
Strategic and creative thinking	E
Problem solver	E
Financially literate and able to manage budgets	E
Ability to work on own initiative	E
Strong team player	E
Professional manner	E
Ability to liaise with suppliers, contractors and other partners	E
Proficient IT skills	E
Good administration skills	E
Knowledge/Understanding	
Knowledge of successful event implementation	E
Understanding of how to market and promote events	E
Disposition	
Adaptable	E
Approachable, loyal and hardworking	E
Excellent interpersonal skills	E

Ability to communicate at all levels	E
Sociable	E
Confident	E
Willing to work outside core hours on occasion that may involve some evening and weekend work	E

To apply for this role please send your CV with a covering letter outlining your suitability for the role to nyreen@fcb.church

If you would like to discuss this role further, please contact Nyreen Johnson, Operations Manager on 07594 554309.

Closing date for applications: Wednesday 7th January 2026