

CHICHESTER CATHEDRAL

RESTORATION AND DEVELOPMENT TRUST

JOB DESCRIPTION

Job Title:	Flower Festival Co-ordinator
Team:	Chichester Cathedral Restoration & Development Trust
Location:	Chichester
Line Manager:	Director of Fundraising
Matrix reporting line:	Chairman of the Festival of Flowers
Contract type:	Fixed Term 1 st January 2025 – 31 st July 2026
Hours:	10-20hrs/week according to the event schedule, with flexibility to accommodate additional hours during the event delivery period
Date of completion:	31 July 2026

1	Job Purpose
	The job holder is responsible for the safe and successful delivery of the Festival of Flowers.
2	Principal Accountabilities
	<p>Oversee the event to coordinate the many working parts by following, and if necessary, adapting the event schedule.</p> <p>Work alongside the Management Team and Flower Chiefs to manage any temporary resource (be that volunteer or otherwise) required to undertake elements of the event.</p> <p>Undertake necessary administrative tasks in support of any of the above, including setting meeting agendas, keeping minutes and actions, and using the database for communications and information related to the Festival.</p> <p>To work alongside the Director of Fundraising and the Finance & Governance Manager with setting and allocating budgets.</p> <p>To support and develop events associated with the Festival including the Festival Launch, Patron's Dinner, Designer's Workshop.</p> <p>To liaise with Communications and Marketing colleagues to create a communication plan and timetable and assist with promoting the event.</p> <p>Oversee sponsorship with the support of colleagues in the Trust to maximise this fundraising opportunity.</p> <p>To liaise with suppliers with the support of colleagues in the Trust to ensure that all resources are costed and provided according to the event timetable.</p> <p>To liaise with and support all stakeholders of the event, including Cathedral staff, Trustees, Designer and assistants, flower arrangers, volunteers, supporters, suppliers, sponsors, guests and visitors to ensure smooth communication, maximise fundraising and Cathedral awareness, and create a positive experience.</p>
3	Level of Responsibility
a	<p>People The job holder has direct responsibility for volunteers.</p>
b	<p>Financial Management The job holder has indirect budgetary responsibility</p>
c	<p>Other The job holder is a member of the Festival of Flowers Management Team and has responsibility for ensuring that volunteers are aware of and adhere to safeguarding and risk management measures.</p>

4	Contacts
	The job holder is required to have internal and external contacts as described under the Principal Accountabilities.
5	Special Requirements
	All our employees are required to undertake mandatory training including CofE safeguarding training as appropriate. The job holder has some out of hours working related to events and allocated working hours will need to be applied flexibly. Additional hours will be required at peak times, most notably during the week of the Festival.
6	Qualifications, Skills and Experience
	Qualifications – GCSE English & Maths grade 4 / C or above. Experience – Event management or equivalent desirable, customer service experience essential. Skills – an intermediate user of Microsoft office applications, ability to use a database (ThankQ CRM desirable), excellent organizational skills and both verbal and written communication skills.

Further Information

The Festival Coordinator is paid £18.36/hour.

To accommodate the demands of the role we anticipate that the post holder will need to work 10 hours/week for the first 9 months (January – September 2025), increasing to 20 hours/week (October 2025 – July 2026).

Additional hours will be paid for peak times, such as the week of the Festival.

How to apply

Applicants are invited to apply by sending a CV, including the names and contact details of two referees, together with a covering letter explaining their interest in the post.

Applications should be sent to:

Alison George, Director of Fundraising
The Royal Chantry, Cathedral Cloisters Chichester, West Sussex PO19 1PX
Email: alison.george@chichestercathedral.org.uk

The closing date for applications is 12.00noon on Monday 4 November 2024.

Potential candidates are welcome to contact Alison George for an informal discussion: Telephone 01243 812480

Interviews

Interviews at the Cathedral will take place on Wednesday 20th November 2024.