

# Christian Medical Fellowship

## Field Ministries Coordinator – with a focus on events

**Job Type:** Permanent

**Working hours:** Full time – 35 hours a week

**Location:** Office-based role (near Borough Tube Station) with flexibility for some homeworking.

**Salary:** £30,960 pa

The COVID-19 pandemic has shown the importance of supporting and equipping Christians in the healthcare professions. One million people access NHS healthcare every 24 hours, and the NHS is the 5<sup>th</sup> biggest employer on earth. What might God do with a movement of Christian healthcare workers living and speaking for him?

The Christian Medical Fellowship (CMF) unites and equips doctors and nurses to live and speak for Jesus Christ. We have approximately 5000 members throughout the UK.

Events are at the heart of what CMF does. Traditionally in-person, our National, Juniors, Students and Seniors conferences are where we see people catch the vision and return energised and equipped to live and speak for Christ in their workplaces. We are increasingly running online events which have proved very popular in reaching even more people in our geographically dispersed nation and international network. Since March 2020 we have sought to innovate and embrace new technologies to further fulfil our mission.

## The role

This is an exciting, fast-paced, and team-focussed new role working as part of CMF's Field Team (comprising Doctors', Students', Nurses' & Midwives and Volunteer Ministries) to project manage and deliver high quality in-person and online national and regional events. You will ensure the target audience is engaged and the message of the event is marketed properly to successfully promote and showcase CMF. You will work with a broad staff and volunteer team to deliver the events and will deliver relevant training to the internal team.

Your role will include co-producing promotional content and relevant advertising through social media platforms, email and other relevant media. We are working on developing our conference room with conferencing technology to allow us to run conferences digitally on-site and your role will include being familiar with this technology and overseeing events broadcast from the office.

You will report to the Head of Doctors' Ministries but work with Field Team Heads who will each have overall responsibility for specific events. You will work with an administrator who covers our training, committees, and membership administration, with whom you will cross-cover and

at times delegate work appropriately. In the future this role will likely involve line management of one to two administrators, so experience of line management is desirable. You will also work with our Operations and Communications teams including relevant contractors specialising in digital production and graphics.

If you are looking to invest your skills and talents in work which makes a difference to Christian healthcare workers and help us deliver our strategy, then this job could be just for you.

This role will entail some weekend and evening work as you coordinate conferences and other events. Time off in lieu is given. All staff join together in daily prayer for the work of the organisation and commit to the aims and ethos of CMF.

Anyone applying for this role must already have valid leave to remain and the right to work full-time in the United Kingdom.

**Application closing date:** Monday 17<sup>th</sup> May

**1st Interviews:** Wednesday 26<sup>th</sup> May

**2nd Interviews:** If required in week commencing 1<sup>st</sup> June

**Start Date:** As soon as possible

**Completed Applications should include:**

- a. A completed application form.
- b. A CV
- c. A covering letter explaining why the role is of interest to you and why you are suitable for the position

**Please submit your completed application documentation together to:**

[recruitment@cmf.org.uk](mailto:recruitment@cmf.org.uk)

# 'Healthcare Professionals Living and Speaking for Jesus'

## Person Specification (35 hours/week):

### Key tasks:

- Produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets) working with relevant department heads who will commission in advance.
- Work with communications team and external agencies to publicise and promote the event including being able to navigate and post on social media and design aspects of the publicity.
- Work with other departments, in particular the Global Department to ensure consistency of event planning and promotion.
- Manage pre-event planning, organising guest speakers and delegate packs.
- Receive and manage all bookings working with CMF's membership database to capture and record data.
- Communicate in a timely and accurate manner with those booking onto events.
- Coordinate suppliers, handle delegate queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- Manage a team of staff and volunteers working on each event alongside the department head lead for that event.
- Oversee post-event follow up including evaluation, honoraria, payments, donations and conference media to be posted online.
- Collate and present learning from the events, evaluating feedback and engagement reports (e.g. from database, Zoom, Slido) and feeding into the organisational learning in our now-hybrid world.
- Research opportunities for new events
- Train staff and volunteers on processes and skills related to running in-person and online events.
- Line manage an administrator(s) in the future as we move to a new administrative model
- Along with other members of the staff team provide general support and backup for ministry activities during the year and contribution to the life of the staff team including daily participation in daily staff prayer.

### In-person event specific

- Research venues, suppliers and contractors, then negotiate prices and liaise with department head
- Manage and coordinate suppliers and all event logistics (for example, venue, catering, travel)
- Ensure that insurance, legal, health and safety obligations are followed
- Oversee the dismantling and removal of the event and clear the venue efficiently

### Online event specific

- Contribute to staff and volunteer training as we deliver online events.
- Work with field team heads to deliver online events including publicity, registration and leading teams to deliver technical aspects of conferences.
- Work with regional teams to give advice and support as they deliver their own events.

## Skills and experience:

Assessed at: A – application form, I – interview, E – exercise (at interview)

Essential	Desirable
Experience of event management with project management experience (A, I)	Experience of line managing others (A, I)
Excellent organisational & time management skills demonstrating a structured approach with attention to detail; an ability to prioritise and use initiative to balance the various demands of the job (A, I, E)	Sales and marketing skills to promote the event and attract sponsorship (A, I)
Good time-management skills and the ability to work under pressure to ensure the efficient running of an event. (A, I)	
Ability to work to the big picture as events contribute to our vision, as well as the details to ensure successful events. (A, I, E)	
Ability to work in a team and enjoy empowering others (A, I, E)	
Problem-solving skills and diplomacy (A, I, E)	
Excellent communication and interpersonal skills both verbally and in print (A, I, E)	
Able to negotiate best price from venues, suppliers, and contractors. (A, I)	
Administrative and IT skills including ability to use social media, design some publicity (e.g., Canva), use project-management software, edit videos and interact with database and email clients e.g. Mailchimp (training will be given where required) (A, I, E)	

## Personal Qualities:

- A Christian committed to the evangelical stance and mission of CMF.
- Self-motivation, initiative, and enthusiasm
- A hard worker with a servant-heart
- A flexible team player

## Our CMF staff culture

- We **undergird the work in prayer**.
- We put **God's word at the centre** and encourage one another to pursue this.
- We **communicate** clearly and kindly with one another, mirroring Christ not just with our words but in our relationships within CMF and externally.
- We are **flexible** – as a small organisation we need to be ready to cover other bases apart from our core work including to members needs and to God's leading.
- We seek **excellence**, doing everything to the best of our ability as people who work for Christ, not human beings.
- We are **honest** – we speak and act with integrity, keep short accounts, resolve difficulties quickly, seasoning our language with grace and truth.
- We display **self-awareness and humility**, being aware of both our strengths and our weaknesses, but using them neither as a weapon nor an excuse.
- We show **integrity** by following through on commitments. Our yes is our yes.

## Application Details:

There is an occupational requirement that the jobholder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

**Department:** Field Ministries

**Salary:** £30,960 pa

**Location:** Office-based role (near Borough Tube Station) with flexibility for some homeworking.

**Reports to:** Head of Doctors' Ministries

**Hours:** Full time. Some evening & weekend working as required (on site / via video conference)

**Notice period:** 3 months.

For informal enquiries please email [recruitment@cmf.org.uk](mailto:recruitment@cmf.org.uk) or phone 020 7234 9660

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