



EVENTS MANAGER

2025

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) Church in the centre of Edinburgh with a growing congregation of around 1,000. At our heart we believe that we are called to be **whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

Our building's main purpose is to operate as a church, meeting the needs of the local community and wider city. We also offer the building for external hire with all profits made from events going back into supporting the ministry of the church.

We are looking for a collaborative, driven, dedicated and flexible person to be part of our team and manage our external event hire operations in this part-time role. If you have attention to detail and good experience in events management, we would love to hear from you!

Before you continue, it's helpful for you to know these key points. Successful applicants must:

- Already have the right to live and work in the UK.
- Be a practicing committed Christian (There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010).
- Be able to commit fully to the vision, values and strategy of Ps & Gs.

w. www.psandgs.org.uk
f. Ps & Gs Church
i. @psandgschurch
Charity number. SC005025

Welcome and thank you

Hello and thank you for your interest in joining the Operations team at Ps & Gs as our Events Manager. The information that follows has been written to help you as you seek whether God may be calling you to serve with us in Edinburgh.

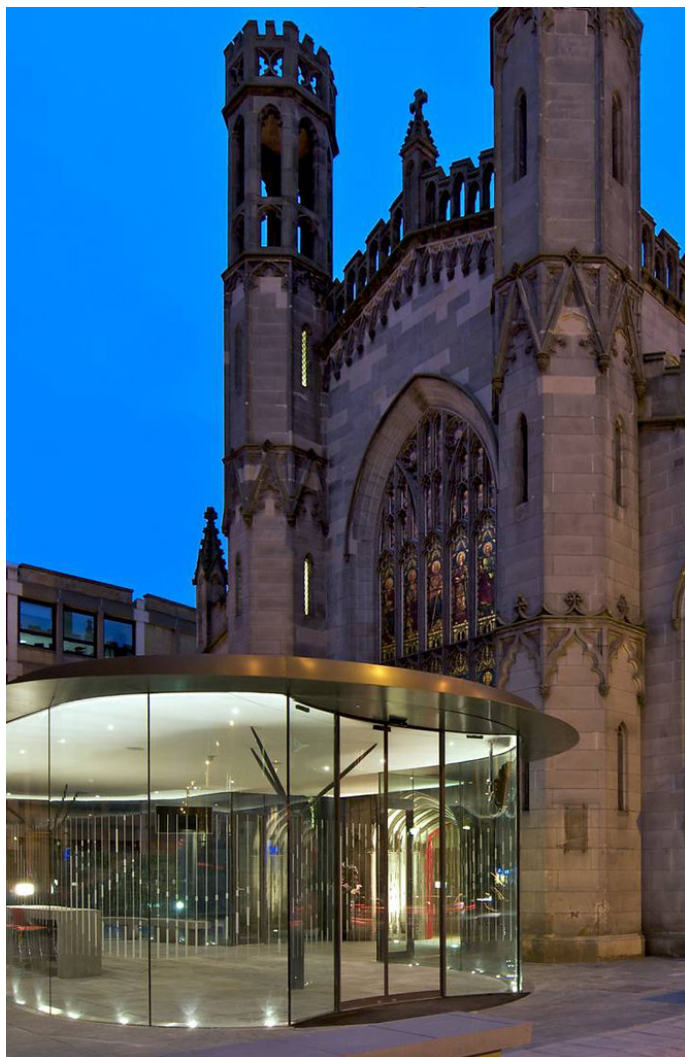
Our external events hire is an important part of what goes on in our buildings each week. It allows us to open our doors and welcome people who otherwise would not come into a church building. It also generates revenue to help support our various church activities and ministries, enabling us to deliver our vision.

Please take some time to read on to get to know us and learn about the role. We are praying for you as you consider this. If we can be of help or you require any more information, we would be happy to hear from you – please get in touch with Andrew Marrian, Operations Director, via the Church Office. Thanks again for your interest.

Yours warmly,



Dave Richards | Rector



About the role

The key purposes of the Events Manager role are:

1. Managing all events hire and liaising with clients
2. Marketing Ps & Gs to new clients
3. Overseeing the events budget and ensuring profitability
4. Managing casual staff and liaising with suppliers

Managing all events hire and liaising with clients

- Oversee the enquiries and bookings process including ensuring client's events are not in opposition to the vision and values of Ps & Gs.
- To turn enquiries into profitable sales by responding quickly and providing comprehensive quotes, proposals and information.
- Provide excellent event support for clients, liaising with them from start to finish.
- Managing the administration of event bookings including terms and conditions, estimates and invoices.
- To forward-plan and ensure multi-use facilities are prepared and well-presented before use.
- Liaise with the Operations Team to ensure the building is well-used and turned over in ample time between events.
- Collaborate with the Facilities Manager on matters of Health & Safety to ensure good stewardship and efficient use of resources. Ensure that events run safely and in line with risk assessment guidelines.

Marketing Ps & Gs to new clients

- Appropriately market Ps & Gs as a flexible events venue, looking at creative new ways to bring in business, particularly large-scale main space events.
- Develop and update our webpage and other public-facing sales material.
- Ensure entries in venue finder search websites are appealing and up to date.

Overseeing the events budget and ensuring profitability

- Ensure that income from events meets expected targets and is profitable, including covering all salary costs, overheads and supplies.
- Oversee the events budget and investigate ways to increase profit.
- Ensure income and profit doesn't exceed relevant agreed thresholds (VAT registration, etc.).

Role continued on next page

Managing casual staff and liaising with other suppliers

- Oversee recruitment and training of casual staff as required to meet the needs of event delivery.
- Supervise and motivate events staff ensuring the highest standards of presentation, efficient and proactive work and quality customer service.
- Develop relationships with suppliers and AV technicians to be able to cater to expanding event needs.

Working as part of the Ps & Gs staff team

All staff members play their part in the wider team. You will be committed to:

- Getting involved in the implementation of the vision and strategy of Ps & Gs.
- Living out our staff values, which are all underpinned by our central value of faith in Jesus. These values are: trust and support, teamwork, relationships, wellbeing, dedication, and creativity and innovation.
- Playing your part as a leader and role model within the church community.
- In quieter seasons, participate fully in the wider staff team to deliver the vision of the church.

Who you'll work with

You will have a variety of key relationships:

- You will be line managed by the Operations Director, Andrew Marrian
- You will work closely with the Operations team.
- You will lead and coordinate our team of casual events staff.
- You will build rapport with building users.

A full staff organisation chart can be found on page 6.

About the Venue

Ps & Gs is a stunning, functional, flexible and welcoming space, in which we have had the privilege to host many wonderful events over the years.

We have hosted everything from weddings to three-day conferences, fairs, ceilidhs, concerts and award ceremonies.

It has a main auditorium, breakout rooms and AV facilities so can be used for small boardroom meetings or larger conferences and events.

Who you are

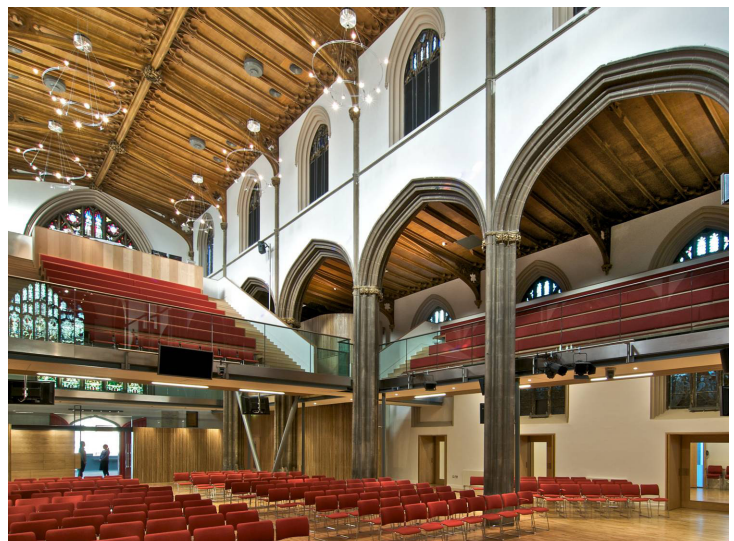
The operations team handles the day to day running of Ps & Gs. As a team, we work closely together with a supportive and collaborative approach to make everything behind the scenes happen.

You will:

- Be able to demonstrate experience in events or venue management.
- Possess strong prioritisation and multi-tasking skills.
- Have an eye for detail but can see the bigger picture.
- Have proven experience of budget-holding and managing projects on time and on budget.
- Be organised and adept at forward-planning.
- Be a team-player who can be flexible and on occasions work under pressure.
- Be able to work autonomously, take initiative and be proactive.
- Possess excellent communication skills, both written and verbal.
- Be able to build good relationships with clients, suppliers and AV technicians.
- Be computer literate and be confident using Microsoft 365 applications, particularly Excel.

Desirable

- Have experience in developing a sales or marketing strategy.
- Have experience of supervising or managing a team.
- Have practical experience in Health & Safety management.
- Be confident around Audio and Visual equipment and the basic operations involved.
- Familiarity with bookkeeping software (such as Quickbooks)
- First Aid trained
- Food Hygiene trained



Who we are

We are at an exciting time in the life of Ps & Gs and the church is growing. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course. Our Saturday Meal reaches out to the vulnerable and homeless in our community by providing a free hot meal every weekend. Our Children's Ministry is growing, and engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youth work and student ministry is growing and developing. There is much to be thankful for.

The church is gathered from across the city and beyond, so we encourage people to become **whole life disciples** through local Connect Groups. We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly **praying** for the work, **serving** as part of a volunteer team, and by **giving** financially to keep making church happen.

Built in 1818, and extended and completely refurbished in 2008, the imposing church building on York Place stands in a strategic location in Edinburgh's beautiful New Town, adjacent to the St James Quarter.

STRATEGY

We are seeking God as we develop a strategy and plans for the next 5 years. We are spending time as a church praying and listening, and plan to launch a new strategy in autumn 2025. Our sense is that this new strategy will feature the concept of multiplication.

Find out more here:
www.psandgs.org.uk/strategy

What it's like to work here

Ps & Gs is a lively, active and vibrant church - there is always ministry activity going on. We are a collaborative team who support each other in work and friendship.

We encourage creativity and are open to taking risks. It is a fun and sociable workplace - laughter is often heard and we do not take ourselves too seriously. Although we are involved in spiritually significant and serious work, we believe it should be done with joy, cheerfulness, good humour and generosity.

We have regular team meetings to ensure good communication and opportunities for fellowship, learning and growth.

Benefits

1. The salary for this role is £27,808 (pro rata: £13,904)
2. You will be entitled to five weeks holiday per year, plus five designated public holidays, plus five pro rata public holidays to be taken at a time of your choosing.
3. Additional Christmas leave days between Christmas and New Year.
4. You will be enrolled in a direct contribution pension scheme with an 8% employer contribution. (Usually NEST however other arrangements can be negotiated.)
5. You are entitled to prayer and study days, 2.5 per year.



Key Information

1. There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.
2. The role is part-time, 17.5 hours per week, excluding breaks.
3. Your working time will generally be between 9am and 5pm, Monday to Friday and will be agreed at job offer stage. You will be able to take time off in lieu (TOIL) of hours worked outside your normal working pattern (i.e. evenings and weekends). You will be expected to attend and manage certain larger or more complex events – however there is not an expectation that you will be at every event.
4. Diversity – The Ps & Gs Vestry believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.
5. The role is permanent and has a mutually-reviewable probationary period of six months.
6. The notice period is three months.
7. The role reports to the Operations Director and is appraised annually.
8. You must already have the right to live and work in the UK.
9. You will mainly be based at our buildings on York Place and Broughton Street on your normal working days.

Next steps: how to apply

To apply, please complete an application form (available at www.psandgs.org.uk/jobs) and return alongside your CV to David Shanks (david@psandgs.org.uk) by the closing deadline shown below.

Key Dates

- The application closing date for this post is at **12 noon on Wednesday 17 September 2025**.
- Initial interviews will take place on **Wednesday 24 September 2025** in person at Ps & Gs Church.
- Start date is as soon as possible after interview and is likely to be in **October/November 2025**.



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And finally... a bit about Edinburgh

Edinburgh is home to Ps & Gs and is Scotland's capital. It is a vibrant, cosmopolitan, and cultural city with a fascinating history, a stunning skyline, and a wonderful location on the Firth of Forth. The city's population doubles during the summer months as the various Festivals (Art, Jazz & Blues, Book & Storytelling, Film, Science, International Festival, and the Fringe) welcome over half a million people from across the world.

With four Universities, Edinburgh truly lives up to its reputation as a seat of learning and research. The city is a thriving centre for finance and commerce. With its UNESCO World Heritage listing, its famous Military Tattoo and Hogmanay celebrations, it is known as one of the leading cities of the world. Acres of green space, the quaint Old Town and the stunning Georgian New Town contribute to making this city a great place to be.

We think Edinburgh is a wonderful city in which to live, work and worship: all the resources and culture of a capital city, but on a manageable scale. It is a haven for foodies with an incredible concentration of diverse eateries across the city. Coffee lovers enjoy the array of independent cafes and coffee houses on offer (many of them within walking distance of Ps & Gs!). Coast and mountains are nearby, and Arthur's Seat looms in the heart of the city. Edinburgh really has something for everyone!



Our structure

Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy and Operations Director (ex officio), and is chaired by the Rector.

Staff

The staff are responsible for enabling the day-to-day operational ministry of the church.

The church has a strong and committed volunteer base of over 400 people who play an active role in enabling our various areas of ministry – a number of which are volunteer-led.

See the team: www.psandgs.org.uk/staff

VESTRY & SUB-GROUPS

VESTRY

Dave Richards
Chair
12 Elected Members

VESTRY SUB-GROUPS

Finance Group
Global Focus Team
Micah Team
Safeguarding Advisory Group
Staffing Group

STAFF TEAM

RECTOR

Dave Richards

ASSOCIATE RECTOR

Andy Croft

CURATE

Eilidh Proudfoot

OPERATIONS DIRECTOR

Andrew Marrian

MINISTRY TEAM

Joanne Arton
Worship Director

MINISTRY TEAM

Slav Sylenko
Production Coordinator

MINISTRY TEAM

Rachel Cooney
Director of Children's Ministry

MINISTRY TEAM

Position Vacant
Deputy Director of Children's Ministry

MINISTRY TEAM

Rebekah Unsworth
Student Worker

MINISTRY TEAM

Mark Dawson
Youth Worker

OPERATIONS TEAM

Gordon Cooney
Facilities Manager

OPERATIONS TEAM

Lesley Donaldson
Church Housekeeper
Matty Angus
Caretaker

CARETAKERS

Casual Caretakers

OPERATIONS TEAM

Chirstin Macaulay
Events & Communications Administrator
Chris Drury
Property Manager
Kenny Roy
Finance Manager (Treasurer)
Mairi Simpson
Finance Assistant

OPERATIONS TEAM

David Shanks
Administration Manager

MINISTRY TEAM

Hannah Biss
Saturday Meal Coordinator

OPERATIONS TEAM

Position Vacant
Safeguarding Administrator

OPERATIONS TEAM

Position Vacant
Events Manager

EVENTS TEAM

Casual Events Team