

GLOBAL CONNECTIONS JOB DESCRIPTION

Job Title:	Forum and Event Coordinator
Reports to:	Chief Operating Officer
Hours:	30 hours per week
Duration:	Permanent
Location:	Remote working
Date of Job Description	December 2025

Global Connections is a network of over 250 UK-based charities, churches, colleges, individuals, and support services with a heart & vision to see the **Whole Church** taking the **Whole Gospel** to the **Whole World** hand in hand with the global church. We do this by connecting members to *enable each other, explore mission together and collaborate to see His kingdom come.*

Global Connections has been the main network for mission-hearted organisations across the UK, since the 1950's. Helping network members to meet together, share, learn and grow is central to all we do.

PURPOSE OF THE ROLE

The Forum & Event Coordinator will play a central role in strengthening Global Connections' primary means of supporting and equipping members of the network and the wider mission community. This position is responsible for coordinating forums (similar to topic specific special interest groups), working closely with forum core groups, and developing a schedule of events and activities that meet the needs of Global Connections' members and directly contribute to delivering the charity's strategic objectives.

REPORTING AND ACCOUNTABILITY

Day to day operational line management will come from the Chief Operating Officer (COO), but the Chief Executive Officer (CEO) will provide the post-holder with strategic leadership and direction. The nature of the role means it is likely to change over time to reflect the needs of the organisation and network.

PRIMARY ROLE RESPONSIBILITIES

1. Forum coordination – supporting core groups to develop contact and activity specific to their area of interest
2. Planning and delivering forum and network-wide events
3. Strategic support and delivery
4. Network engagement
5. Assist with the general work of Global Connections in fulfilling its vision and charitable aims

SPECIFIC ROLE RESPONSIBILITIES

- 1. Forum Coordination – supporting core groups to develop contact and activity specific to their area of interest**
 - a) Schedule forum core group meetings, prepare agendas, and circulate papers for forum meetings.
 - b) Liaise with forum chairs and core groups to agree priorities and plan discussion topics.
 - c) Facilitate forum core group meetings (online and in-person), ensuring smooth running and inclusive participation.
 - d) Record minutes, track action points, and follow up with members to ensure delivery.
 - e) Support core group members in fulfilling their roles and continue to rely on God for His guidance in carrying them out.
- 2. Planning and delivery of forum and network-wide events**
 - a) Design and deliver an annual programme of events, workshops, and training sessions that respond to member needs and support delivery of the charity's vision.
 - b) Research and secure suitable venues, speakers, and facilitators.
 - c) Manage event promotion, including drafting communications, updating the website, and coordinating social media posts.
 - d) Oversee event registration, delegate communications, and on-the-day logistics.
 - e) Collect and analyse participant feedback to evaluate impact and inform future planning.
 - f) Support the CEO to create and implement a program of activities to engage the network and wider Christian community with intercultural, church, and Next Gen topics.
 - g) Work with colleagues in the promotion of Global Connections' forums and events.
- 3. Strategic Support**
 - a) Ensure all forums and events are aligned with Global Connections' strategic objectives and contribute to producing measurable outcomes.
 - b) Work with colleagues to integrate forum outputs into wider organisational projects and reports.
 - c) Support the development of resources and guidance materials arising from forum discussions.
 - d) Assist in preparing forum and event related reports for trustees and other stakeholders.
 - e) Work with colleagues to identify and implement new and innovative ways of working to achieve delivery of organisational objectives.

- f) Together with the rest of the staff team, model and promote a prayerful dependence on God for all that Global Connections does.

4. Network Engagement

- a) Build strong working relationships with forum members, partners, and external stakeholders.
- b) Be a point of contact for members of the network wishing to discuss forum involvement and potential future events; being a representative for Global Connections and its Christian values and vision
- c) Actively encourage network member participation and identify opportunities for collaboration across forums.
- d) Have direct input, and take a lead where necessary, in developing programmes of work to enhance communication with the network members, and wider mission community.
- e) Work with the Communications and Marketing Lead to develop a stronger social media presence for Global Connections and its ministries.
- f) Respond promptly to member queries and provide practical support to maximise engagement.
- g) Represent Global Connections at relevant external meetings, conferences, and networking events.

5. To assist with the general work of Global Connections in fulfilling its vision and charitable aims

- Actively participate in team building and share in the leading of team devotions.
- Pray – privately and within the staff team – for this area of work.
- Contribute to the spiritual aspects of team building, prayers and devotions, and foster a spirit of accountability and Christian grace in staff team relationships.
- Be responsible for and assist with any other activities deemed appropriate and relevant to the role and for delivering Global Connections strategic objectives.