

Events Production Coordinator

Join the team





Who we are

Since 1988, Care for the Family has sought to promote strong family life and help those who face family difficulties.

We focus primarily on the following areas of family life: couple relationships, parenting and bereavement. Our aim is to be accessible to every family whatever their circumstances and to create resources and support that are preventative, evidence-based and easy to apply.

We are motivated by Christian compassion and love and are committed to supporting families of all faiths or none, with quality services and resources.



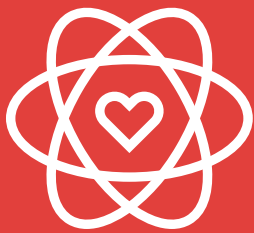
Our Mission

We exist to strengthen and support family life.



Our Vision

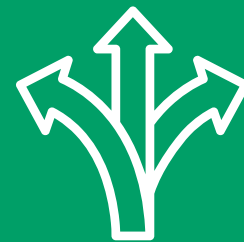
That all families will be able to find support during challenging times, and encouragement in the good times.



Our Values

We will seek to act:

- with generosity of spirit
- with vulnerability
- by honouring the least



Our Approach

The focus of our work is:

- with adults
- universally accessible
- evidence-based

Employment Ethos

Care for the Family is a Christian organisation and for some roles there is an occupational requirement for the post holder to be able to demonstrate a commitment to the Christian faith. If there is such a requirement it will be included in the job description. Where this is the case, prospective staff will be asked to confirm that they assent to our statement of faith, which is a summary of the Nicene Creed.

How our work helps

Each year, over



70,000

people

access Care for the Family services.



During 2024,



110

new facilitators

were trained who are now fully licensed and equipped to run the *Time Out for Parents* courses.

Each year



50

single parent families

are given a week-long adventure holiday to strengthen their family.

We reach over



16,000

people

a year through our live events all over the UK.

Several hundred parenting courses were run by licensed facilitators, reaching over



2,000

parents

across the UK.

Our teams produce over



100

resources

each year to support families whatever they are going through.

Through our befriending service



100s

of individuals

are supported each year, providing unique peer-to-peer support from trained befrienders.

Role Description

Hours:	Full time (37 hours per week)
Location:	Care for the Family, Tovey House, Newport, NP10 8BA
Duration:	1 year (fixed term, maternity cover)
Reports to:	Events Production Manager
Salary:	£27,032
Closing date:	Monday 5 January 2026 at 9am (Interviews to take place on 14 and 15 January)

We're looking for someone who can play a vital part in planning and creating a wide range of events. This role includes creating event running-orders and PowerPoints, designing stage-sets, reviewing feedback, compiling music playlists and working with speakers on their content. You'll work closely with internal teams and external partners to bring each event to life – from the initial ideas to the final delivery.

If you have good organisational skills, initiative, strong attention to detail and some creative flair, this is the ideal role for you. You will be working at the cutting edge of creating new life-changing events to support families around the UK.

Key Responsibilities

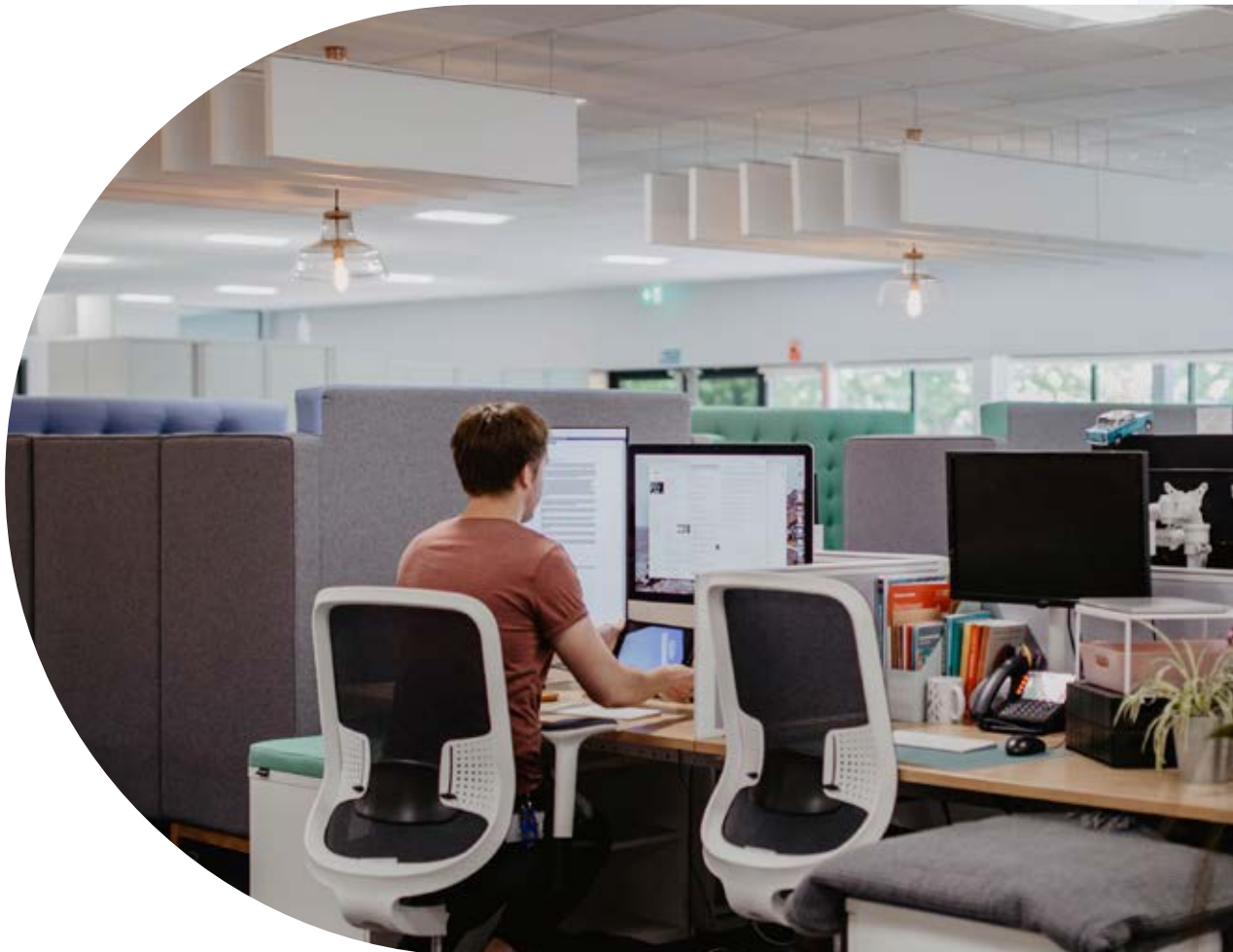
- Manage a rolling programme of multiple events, festivals and conferences
- Be an integral part of the process of creating stage-sets, music playlists, slideshow templates and printed materials
- Develop supporting materials for events, including the creation of PowerPoints, commissioning of videos and create detailed running orders
- Create and coordinate detailed event visuals and schedules
- Liaise with, and brief external contractors or suppliers – such as designers, printers and media production specialists
- Collaborate closely with teams and stakeholders within the organisation
- Write, revise and print materials that support the event content
- Work to a given budget
- Review feedback and write reports to help improve future events



Person Specification

Essential

- A high level of attention to detail
- Self-motivated, with excellent time-management skills and the ability to manage the workload of multiple projects
- Ability to work to deadlines and manage a rolling schedule
- Ability to identify problems and the initiative to work collaboratively to find solutions
- The ability to work collaboratively in a creative process
- Demonstrate some instinctive creative flair and have an eye for visually pleasing aesthetics (e.g. creativity evidenced in your personal interests)
- IT literate, including competency in Microsoft applications, as well as a willingness to be trained on other applications



Desirable

- Experience in using Canva, Adobe software such as Illustrator, InDesign and Photoshop, or other design software
- Experience in organising events, however large or small
- Education or experience in a relevant subject
- A good grasp of the English language, including the ability to write and proofread written materials
- A valid UK driving licence

Important

Nobody is perfect! You don't need to have experience in every area listed. We'd love to hear from you if you have some of these skills. We want to reflect the diversity of the communities we serve. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK minority ethnic backgrounds and other under-represented groups.

Additional Notes

Although we are an organisation built upon a Christian ethos, we do not consider this role to be one which carries an occupational requirement for the post holder to be a practising Christian under the requirements outlined in Part 1 of Schedule 9 of the Equality Act 2010. However, due to the nature of the organisation and the integral part this role will play in administering the delivery of our ministry work, we would like someone who is comfortable working in a Christian context and working to support our Christian ethos.

Terms and conditions

- This is a full-time, fixed-term (maternity cover) position. The salary will be £27,032 per annum
- This position is 37 hours per week.
- The position is offered subject to the satisfactory completion of a three-month probationary period.
- Holiday entitlement is five weeks per annum.
- CFF operates a group personal pension scheme and will contribute to an employee's plan, within the scheme, a monthly payment equivalent to 10% of their gross monthly salary once conditions for entry to the scheme have been met.





Want to know what
life is like at Care for the
Family?

Have a watch of our
introductory video:



Life at Tovey House

Relationship is at the heart of everything that we do. For that reason, we place a high value on working together collaboratively in our Newport office. Just moments from the M4 and A48, Tovey House provides a purpose-built, comfortable, modern and welcoming environment.

We are just a few miles from Cardiff, and 45 minutes from Bristol. Tovey House underwent a complete renovation in 2019, creating an attractive office space with room for collaboration and hosting events. We have ample free parking, and a hotel, pub and coffee shop a 5-minute walk away.



Why work at Care for the Family?

- ✓ The knowledge that you are part of a team making a difference to family life in our nation, and beyond.
- ✓ 5 weeks annual leave (pro rata) rising to 6 weeks after 2 years' service, plus bank holidays.
- ✓ 10% non-contributory employer personal pension scheme.
- ✓ Security for your loved ones through company life insurance to the value of three times your annual salary.
- ✓ Family-friendly culture (the doors are locked at 6pm!) and policies including enhanced maternity pay.
- ✓ Secure, free parking for all employees - taking some of the stress and cost out of getting to work.
- ✓ Bottomless free tea and Fairtrade 'Kingdom Coffee' available all day.
- ✓ Prayer meetings twice weekly, as well as a dedicated prayer space in our Tovey House office.
- ✓ Staff conferences and events to build relationships, equip and encourage.
- ✓ Access to an Employee Assistance Programme and a variety of staff wellbeing groups.



**STAFF DEVELOPMENT
THE BIRKMAN METHOD**

At Care for the Family, we use a self-assessment tool called The Birkman Method.

We use Birkman to help increase awareness of ourselves and others and improve communication and relationships. Birkman has been used all over the world for 65 years to develop leaders, improve teamwork, and help us gain insight into our usual style, interests, needs and stress behaviours.

If you are selected for interview you will be asked to complete a Birkman questionnaire online. This is useful to us as it helps to paint a comprehensive picture of an individual's personality and motivations.

Care for the Family is a Christian initiative to strengthen family life, offering support to everyone.
A registered charity (England and Wales: 1066905; Scotland: SC038497).
A company limited by guarantee no. 3482910. Registered in England and Wales.
Registered office: Tovey House, Cleppa Park, Newport, NP10 8BA.

