



# Winchester Road Methodist Church

Winchester Road Methodist Church  
82 Winchester Road, Highams Park, London, E4 9JP

---

## Christmas Inn Event and Transport Co-Ordinator

Winchester Road Methodist Church is hiring Events Co-ordinator for the annual Christmas Inn lunch on held on Christmas Day.

### Outline

Churches in Highams Park run a Christmas Day event for anyone living in Waltham Forest who would otherwise be on their own on Christmas day. The event is held at **Winchester Road Methodist Church** and includes 2 sittings of a Christmas Lunch and one sitting of an afternoon Tea, with entertainment in between. It is run by a large group of volunteers, but this year, we are seeking to recruit a temporary paid Co-Ordinator who would hopefully be available to fulfil the roles in future years as well.

As the Event Co-Ordinator you will:

- co-ordinate the entire preparation for the event, including sending out invitations to guests, and letters to volunteers,
- co-ordinate responses from the invitees and volunteers,
- preparing and co-ordinate the transport arrangements for guests.
- You are required to be present to co-ordinate volunteers on Christmas Eve, Christmas Day.

This is a temporary, part-time role:

Immediate start of 5 hours per week till end of November. Minimum 5 hours per week in early December and 15 hours during the week prior to Christmas Eve. Christmas Eve 5 hours. Christmas Day 9 hours.

Salary: £15.50 per hour (increasing to £23.25ph on Christmas Eve and £31.00ph on Christmas Day).

Closing date for applications                      5pm on Wednesday 8<sup>th</sup> October

Interviews    Monday 13<sup>th</sup> October

For Further information and an application pack, contact Pat Ovenden:  
[patricia.ovenden@gmail.com](mailto:patricia.ovenden@gmail.com)