



Steward role profile

The Lambeth Conference: is a meeting of all the bishops whose churches are part of the worldwide Anglican Communion. Each bishop and spouse is personally invited to attend by the Archbishop of Canterbury. Since its inception in 1857 the conference has been held every ten years or so. The next one is due to be held in the summer of 2022. This is a strategically significant event in the history of the Communion which will define the context of the Communion's work during the twenty first century. The conference will thus be a complex international event which will require considerable strategic and detailed planning. The Lambeth Conference is a separate charitable company fully operational in preparation for 2022.

Role Description: The primary responsibility of a steward is to support the delivery of a safe and enjoyable conference through a high level of delegate care. This includes providing practical assistance in a variety of ways and acting as a ready source of information.

Reporting to: Chief Steward of Lambeth Conference 2022

Term: 22 July 2022 – 8 August 2022

Key responsibilities:

All stewards will be required to take on a wide range of responsibilities throughout the conference. While these may vary, they are expected to include:

- Providing assistance to delegates when moving between conference facilities, including providing directions and assisting with baggage
- Ensuring accurate and efficient check-in at workshops and other meetings
- Providing answers to questions about the programme, facilities, venue, etc.
- Providing assistance in seating delegates in the main venue and accessing rooms for other meetings
- Providing security at venues and assistance in the case of emergencies
- Ensuring technical support is available for meetings as required
- Marshalling buses and other vehicle movements, and ensuring delegates are able to get in and out of transport safely and efficiently
- Assisting the Worship and Chaplaincy Teams during Communion as required
- Assisting with setting up rooms for meetings and clearing up afterwards
- Running errands and helping move items around conference site
- Supporting the Lambeth Conference team in running the event

Person specification:

	Essential	Desired
Attributes	Adaptable and willing to help at all times Willing to work as part of a diverse team Friendly and patient Reasonable level of physical fitness (use of stairs, lifting luggage up to 32kg,	

	standing for long periods)	
Skills	Good level of written and spoken English Communication skills (including across different cultures)	
Knowledge/Experience	Actively engaged with the life and work of the church in their own diocese	

Expectations:

All stewards will be expected to:

1. Provide a reference from a bishop or primate during the application process
2. Attend the pre-conference training in Canterbury from 22-26 July
3. Be available for the entirety of the Lambeth Conference from 27 July – 8 August 2022
4. Work 8 hour days, with rotas provided by the Chief Steward, and participate in team meetings
5. Abide by the Conference Code of Conduct
6. Be a friendly and professional face for the Conference

You will receive:

1. Full board and accommodation for the duration of the conference and training
2. £150 as pocket money
3. Entry to the post-conference stewards event on 9-10 August 2022
4. Valuable experience in working at a high-profile event
5. Opportunity to witness the Anglican Communion operating at a senior level
6. Make new friends from around the world

Training: A full training programme prior to the Conference will include emergency first aid, manual handling, familiarisation with the Conference and the campus, and many other aspects required to successfully carry out the role of a Conference Steward.

Hours: Eight-hour work days with scheduled break. Hours will be flexible as determined by the Chief Steward, depending on stewarding requirements each day.

Travel to the Conference: All stewards to the Lambeth Conference are encouraged to first explore whether funds are available locally to cover the cost of travel. Before completing a bursary application, stewards should approach their Provincial Secretary who may be aware of funds that are available to support attendance. If a bursary is required, please apply through the form available in the application process. Travel tickets for those receiving bursaries will be purchased by our travel partner to ensure competitive rates.

Please contact Brad Frey at brad.frey@lambethconference.org to express interest.

Lambeth Conference Company is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the grounds of age; colour, race or ethnic origin; disability; gender; gender reassignment; pregnancy and maternity; religion or belief; sexual orientation. We wish to make every reasonable effort to be inclusive to those with physical and learning disabilities.