

**Job Profile**

**Job Title:** **Event Coordinator**

**Reports to:** **Event Manager**

**FTE: £25,000 pa (pro-rata 24-28 hours a week)**

As **Event Coordinator**, you will be supporting the Event Manager and other teams across the Trust to run relevant, well organised events and activities which fit with our Mission.

The role will largely focus on developing major donor and corporate partner events as well as establishing a “walks and talks” programme which will aim to retain members, raise awareness and develop new income streams. You will work with the Event Manager and other teams on larger activities such as our Annual General Meeting, public events, large conservation tasks, dinners, breakfast talks and online events.

This year the requirement for events has grown rapidly, so we are looking for someone with excellent organisation skills and attention to detail who will enjoy the challenge of helping other teams, creating new systems for the loan of event equipment and assisting the Event Manager with delivering a busy calendar of activities.

You will need to be able to organise and prioritise your time, demonstrate effective event organisation, use your initiative, stay calm and solve problems under pressure. A drive to deliver exceptional customer service is essential as well as the willingness to muck in when needed, even out of normal working hours.

**Key tasks**

Working with and supporting the Event Manager in the following areas:

* organise the event programme (walks, talks and special events), source locations and venues, confirm walk leaders, speakers, agree dates and add activities to the website/Eventbrite
* liaise with the comms team to market events through e-news and create publicity materials as well as on-site event branding
* assist Members to book on events using Eventbrite, manage the events inbox and deal with Member enquiries
* build relationships across the trust and enlist help from other teams to assist with/at events
* coordinate with the fundraising team to develop new events for our major donor programme and corporates which could take the form of a walk, private talks or nature inspired performances
* undertake a project to create, implement and manage a new booking system to enable other teams to borrow events equipment when needed
* assist with the development and administration of the new Ambassador programme which will aim to recruit and train volunteers to deliver talks (then eventually guided walks) on behalf of the Trust
* other regular duties will involve sourcing quotes, negotiating with suppliers, managing health & safety considerations for events, safeguarding and all other crucial elements of event management
* utilise CRM systems, Eventbrite, Zoom Webinar to manage data in line with GDPR
* take an active role in the set up and break down of events and associated equipment at both outdoor and indoor venues
* all other duties which may be relevant to the work of the management of events across the organisation.

**Person Specification**:

A creative and enthusiastic team player who wants to be part of a fantastic organisation and has the drive to deliver exceptional events. Remaining calm under pressure and managing multiple priorities with excellent attention to detail are essential.

* Highly motivated, positive and enthusiastic with a willingness to pitch in
* Ability to multitask, prioritise and keep multiple projects running simultaneously
* Attention to detail and good organisation skills; innovative, imaginative, resourceful
* Extremely customer focused and keen to research the needs of the customer in order to deliver events tailored for them
* Good IT skills with experience of using excel, content management systems and Zoom Meetings
* Willingness to learn new IT systems and software like Zoom Webinar, Scoro, Eventbrite, CRM and Teams
* Good verbal and written communication skills
* Ability to work on own initiative and as part of a wider team
* Friendly and approachable with the ability to inspire others to help at events
* If you are interested or passionate about nature conservation, or just enjoy the great outdoors, the job will be more rewarding as you will be working with like-minded people.

## Essential Experience Criteria:

Experience in one or more of these areas is essential:

* work or volunteering within a charity environment
* relevant or transferrable experience of running events in a professional or personal capacity
* project management and delivery of an event/project from the creation through to the implementation and evaluation
* Creation of marketing materials to advertise events or products
* Good current IT skills and ability to quickly learn new systems

**Additional beneficial experience:**

* Undertaking audience research to help shape event content
* Managing good relationships with colleagues and key partners
* Problem solving, critical thinking and overcoming challenges
* Good verbal and written communication skills with experience in proof reading and editing others work
* Managing and monitoring budgets

**Miscellaneous**

* A full driving licence is required as it will be necessary to visit other Trust locations not easily accessible by public transport.
* The nature of the role will involve commitment to deadlines and will, on occasion, involve some evening and weekend working
* The Trust works in a cooperative way with a high workload, and in order for the organisation to work effectively staff need to be willing, flexible and prepared to undertake other duties appropriate to the post as delegated by their line manager.