

# Job Description

<b>Job Title</b>	Events Co-ordinator
<b>Location</b>	Smiles House, Little Plumstead
<b>Reporting to</b>	Funding & Marketing Manager
<b>Hours</b>	Part time – 15hrs per week (2 days a week)
<b>Contract</b>	Permanent

## Job Purpose

To support the Nelson's Journey Funding & Marketing Team with planning, developing and co-ordinating the charity's annual programme of events for fundraising and marketing purposes, and to support the growth of this income stream

## Core tasks

- Work in collaboration with the Fundraising & Marketing Team to produce the annual events schedule
- Co-ordinate a range of events, including service interventions such as memorial walks and a Christmas Carol Concert, and larger fundraising and marketing events such as themed balls and an annual Christmas Quiz
- Work in conjunction with the Corporate Funding and Marketing Officer to identify and secure corporate sponsorship packages for our events
- Production and distribution of events related marketing material via social media, email and printed material
- Ensure sufficient volunteer support for events, and co-ordinate volunteer activity including by providing briefings in advance and during events
- Compile and track event budgets, closely monitoring income and expenditure against targets, processing invoices, and presenting financial updates when required
- Where required, manage attendee bookings, keeping lists up to date at all times. Relay relevant information to event attendees and be the main point of contact for enquiries
- Conduct risk assessments for all relevant events co-ordinated
- Source and effectively work with third parties, including suppliers of resources and activities
- Provide onsite support at events, representing the charity and helping to raise awareness of its work
- Produce event evaluation reports taking into consideration attendee feedback, volunteer and staff feedback, and income and expenditure
- Complete any other reasonable duties as required