



Events Co-ordinator

Job Objective:

To assist thebestofbury team with the production of events from conception through to completion.

Reports to:

Managing Director

Job Purpose:

Working as part of a small team, the role of the events co-ordinator is to assist in the development and delivery of a range of events such as:

- Business awards
- Business exhibitions
- Business fairs
- Members meetings
- Fundraising events
- Social events
- Carnival

Job Specification:

The role of the events co-ordinator is hands-on. You must be able to complete a wide range of activities requiring clear communication, excellent organisational skills and attention to detail.

Responsibilities include:

- researching markets to identify opportunities for events;
- contributing to decisions regarding events; compiling databases of likely interest, drafting and circulating emails and telephoning individuals
- liaising with clients to ascertain their precise event requirements;
- producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations and staffing)
- ensuring insurance, legal, health and safety obligations are adhered to;
- coordinating venue management, caterers, stand designers, contractors and equipment hire;
- organising facilities for car parking, traffic control, security, first aid, hospitality and the media;
- identifying and securing speakers or special guests, compile and send out speaker and delegate information
- planning room layouts and the entertainment programme, scheduling workshops and demonstrations;
- coordinating staffing requirements and staff briefings;
- selling sponsorship/stand/exhibition space to potential exhibitors/partners;
- preparing delegate packs, name badges and exhibition stand material as appropriate
- liaising with colleagues to promote the event;
- to set up and manage the delegate booking arrangements as appropriate for each event, up to and including sending out invoices

- organising the production of tickets, posters, catalogues and sales brochures
- coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- overseeing the dismantling and removal of the event and clearing the venue efficiently;
- post-event evaluation (including data entry and analysis)
- blog writing for business members
- assist our copywriter and customer services manager with social media posts

Person Specification

Education

Good standard of general education including Maths and English are essential. It is likely that the job holder will have a degree level education. A demonstrable interest in event management would be an asset.

Experience, Skills and Aptitudes

Essential:

- You must work well under pressure, ensuring the smooth and efficient running of an event.
- Excellent written English and oral communication skills for drafting and proof reading materials
- Excellent organisational skills, particularly in managing time and tasks
- A keen eye for detail and the ability to produce high quality, accurate work in tight timescales with limited supervision
- Computer literate with at intermediate experience of the Microsoft suite of programmes, particularly MS Word, Excel and Powerpoint
- Technical awareness to set up Powerpoint and other simple AV systems when technicians are not around
- The confidence to liaise with speakers and senior officials from council departments, local businesses, other professional bodies, the media and a diverse range of external contacts
- A welcoming and helpful approach when dealing with members in person at events and over the telephone
- Self-reliance, common sense, trust, integrity, and humour
- Physical strength and flexibility to carry and set up small exhibition stands and materials and AV systems in a variety of venues
- A full clean driving license

Preferable:

- Previous experience in event management
- Marketing experience

Availability:

The job involves attendance at events at a range of venues around Bury. Some evening working will be required and occasionally (maybe once or twice a year) a Saturday.

Good advance notice will be given and compensating time off is available

Terms and Conditions:

The job is based at offices near the centre of Bury with free on-site gym membership

Salary £14,000 pa

Flexible working hours (37.5 hour week) 20 days' holiday per year plus bank holidays.