

JOB DESCRIPTION

POST: Event Organiser – Part Time

ACCOUNTABLE TO: CEO

JOB PURPOSE:

To plan and lead the fulfilment of certain charity activities as assigned by the CEO. Activities include fundraising; or events for older people, run by or contributed to by Age Concern Bracknell Forest. Activities also include controlling bookings, memberships and statistical surveys.

KEY RESPONSIBILITIES AND DUTIES:

1. Participate in defining and implementing the event strategy including promoting the work of Age Concern Bracknell Forest.
2. Produce project plans for the activities to the CEO for authorisation. The plans should detail what is needed to achieve the agreed objectives including:
 - Timescale for the project
 - Staff needed – to take account of volunteers, temporary workers, speakers, and representatives of other organisations
 - Budgets for income and expenditure
 - Risk assessment including health and safety, reputation and finances
 - Venues – where and when will event(s) take place
 - Publicity - how will activities be promoted to target participants?
 - Equipment, prizes and refreshments
3. Attend and participate in events as appropriate
4. Arrange and coordinate logistics, including publicity, invitations and attendance
5. Recruit and supervise voluntary workers and guest speakers
6. Maintain Membership database, compile & distribute newsletters and update local information.
7. Handle telephone calls from the public for information, reservations etc
8. Comply with current policies, procedures and methods
9. Generally assist colleagues and undertake other reasonable office tasks as agreed with CEO.

SKILLS REQUIRED:

1. Good team working and leadership skills
 - Self-motivated, flexible and cooperative
 - Experience supervising a small project or event
 - Clear verbal and written expression
 - Good attention to detail
 - Good judge of benefits and of effort required
 - Excellent time management skills
2. Ability to work flexibly
 - Willing and able to travel to events in and around Bracknell Forest
 - Able to work flexible hours in order to meet the requirements of the event strategy
 - Occasional evening or weekend work
 - Able to adapt to changing circumstance
3. Ability to address / communicate with the public
 - Experienced in voluntary or public service context
 - Understanding the needs of elderly people
 - Able to articulate the work of the charity
 - Good humoured, diplomatic and calm under pressure
 - Excellent interpersonal skills
 - Confident Communicator
 - Good negotiation skills
4. Administration and documentation
 - Ability to organise paper and computer filing systems
 - Experience of using Microsoft Word, Outlook and Excel
 - Able to multi-task
5. Car owner and driver
6. Desirable Skills
 - Passion and enthusiasm
 - Creative and innovative
 - Resourceful
 - Marketing

Job Information

Location: Bracknell

Salary: £9 per hour

Contract Type: Permanent

Contract Hours: Part time

Hours: 15 hours

Normal Hours: Tuesday 9-1 Wednesday 9-4 Friday 9-1

Flexible to meet the needs of the business and to provide cover for annual leave