

The Albion Foundation

Events Co-ordinator - Job Description



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Job Title:	Events Co-ordinator
Reports to:	Head of Partnerships, Events & Communications.
Contract Term:	Fixed term contract of 12 months, 37.5 hours. You will be required to work outside of normal office hours, at evenings and weekends
Salary Band:	£21,000-£24,999
Job Purpose	
As an Events Co-ordinator, you will be working as part of a team developing and delivering a wide range of events to help raise funds for The Albion Foundation. You will be responsible for the event management and administration support of selected events.	
Key Duties	
The Events Co-ordinator will: <ul style="list-style-type: none">• Lead on the delivery of events from the Events Fundraising Calendar• Provide administrative support to the Fundraising & Events team• Carry out duties to include event bookings, processing payments• Support the Head of Department to create and manage the events calendar• Support the department on matchdays as required• Responsible for monitoring event bookings using the <i>Participant UK booking software</i>• Working with the Media team to create promotional literature such as letters, flyers, reports, and brochures• Undertake any other responsibilities as directed by the Director of The Albion Foundation or the Head of Department that will include an ad-hoc requirement to support events out of hours.• Identify, evaluate, and progress fundraising opportunities• Manage event project plans and budget• Support Director and Business Operations with all fundraising events/activities• Working unsociable hours, including evenings and weekends• To ensure all events are run in accordance with the safeguarding requirements of the Foundation• Ensure that all safeguarding regulations are adhered to, all safeguarding concerns and incidents are to be reported to the designated safeguarding lead.• Any other duties deemed appropriate by your line manager	

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Events Co-ordinator - Person Specification



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Area	Qualities	Essential	Desirable	Measured
Qualifications	Degree/A Levels or equivalent		✓	Application
	5 GCSEs (grade C or above) including Maths and English	✓		Application
	Administrative / Business qualification		✓	Application
Knowledge	Understanding of administration systems/software	✓		Application/Interview
	Understanding of data protection legislation, systems and GDPR	✓		Interview
Skills	Effective communicator	✓		Application/Interview
	Able to work independently using own initiative and within a team environment.	✓		Interview/Application
	High level of attention to detail	✓		Interview
	Excellent planning and organisational skills with an ability to meet deadlines	✓		Interview/ Application
	Intermediate IT skills to include Microsoft Office		✓	Application/interview
Experience	A minimum of 2 years' experience within an administrative environment		✓	Application/Interview
	Experience of providing a high standard of service to internal and external stakeholders	✓		Application/Interview
	Experience in fundraising event management within the charity sector	✓		Application/Interview
	Experience of managing a project plan and budget	✓		Application/Interview
	Line management and leadership experience		✓	Application
Personal	To have a high level of confidentiality	✓		Interview

	Strive to achieve 'The Albion Foundation's Core Values'	✓		Application/Interview
	Hold a valid driving licence and have access to own transport	✓		Application
	Reliable and dependable	✓		References