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| **Job Description** | | | |
| **Job Title:** | Events Coordinator | | |
| **Reporting to:** | Community and Development Manager | | |
| **Responsible for:** | Volunteers: Events / Fundraising / Ambassador | | |
| **Location:** | Brecon, working | | |
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| **Our Purpose**    Here to support you to manage your mental health & wellbeing | | | |
| **Our Vision**  We support minds  We connect minds  We change minds  Together, we are Mind | | | **Our Values**  Connection  Kindness  Honesty  Learning |
| **Our Mission**  Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.  Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding, and challenge stigma and discrimination. | | | |
| **Job Purpose:**  In these unprecedented and challenging times, Brecon and District Mind is, and will be needed more than ever. One of the key ways we support our community is through events, including fundraising, awareness raising & training.  We are looking for a natural organiser and administrator, someone who is self-motivated, creative and driven. We have an opportunity for someone who will take pride and enjoyment in organising and taking care of the administration for both internal and external facing events such as trainings, workshops, significant calendar days, fundraising events, talks etc. We are looking for a person who is drawn to connecting with others, as liaising well with staff, freelancers, volunteers and external stakeholders will be crucial for success in this role.  As well as the forward facing part of this position, the administrative side includes elements of planning & promotion, taking bookings/payments, undertaking risk assessments and reviewing event health & safety considerations.  If you’re a natural organiser, have great administrative skills, and love connecting with different people, please get in touch about this key role in the life of our small community focused charity. | | | |
| **Responsibilities:**   1. Organise and take care of the administrative planning for internal and external Brecon and District Mind events, including workshops/training, awareness raising and fundraising. 2. Ensure events are safe and inclusive eg Accessiblity, Due Diligence on providers’ qualifications & references, Health & Safety Risk Assessments, food hygiene, dietary requirements. 3. Use the annual ‘Key Dates’ planning calendar to plan events accordingly and in good time. 4. Coordinate and support Events Volunteers. 5. Build relationships with local community venues, groups and individuals involved in event delivery. 6. Gather and report data and comments (eg attendance, feedback, reviews and requests) for monitoring and improvements. 7. Ensure events are delivered within budget and that Brecon Mind’s financial procedures are followed for income & spending, ensuring funder’s requirements are met (where applicable). 8. Promotion of events, including website calendar & news, social media, local bulletins & posters and press releases using Brecon Mind branding. 9. Review and develop efficient enquiry and booking processes, including IT, for people to book or buy tickets eg website / eventbrite. 10. Act as the main point of contact for event queries and requests, providing advice and guidance, and reaching out to other staff members who can provide relevant insight. 11. Assist the Community and Development Manager with planning, communications, and promotions. 12. Undertake other duties that may from time to time be necessary, including attending local fundraising or networking events. | | | |
| **General Requirements:**   * Contribute positively and work in accordance with Brecon and District Mind’s culture, values (connection, kindness, honesty, learning), aims and strategic objectives * Work diligently to meet the requirements of this job description * Always seek to continuously improve so that the highest quality standards are achieved * Participate positively in internal/external events, meetings and training as required * Positively participate in one to ones and appraisals * Ensure that relevant policies, procedures and working practices are adhered to at all times * Act as a positive ambassador for Brecon and District Mind * Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate * Contribute to a welcoming environment for programme participants & visitors. * Be flexible and willing to undertake any other duties that may be reasonably be required * Positively contribute to the evaluation of the impact of programmes and other key business plan objectives. | | | |
| NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, Brecon and District Mind may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee’s remuneration and status.  Due to the responsibilities of this role, it will be necessary for the appropriate level of Disclosure and Barring Service Check to be undertaken.  I confirm that I have read and accept the duties and responsibilities contained in this job description | | | |
| **Name (Please Print)** | |  | |
| **Signed Dated** | | | |

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Evidence of commitment to own and others’ continuing personal development | **\*** |  | A, I |
| Qualifications relevant to the role |  | **\*** | A, I |

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| **Experience** | **Essential** | **Desirable** | **Method of Assessment\*** |
| 1. Experience of managing projects with different stakeholders | **\*** |  | A, I |
| Experience of event management |  | **\*** |  |
| Experience developing or improving processes |  | **\*** | A, I |
| Experience of working with and supervising volunteers |  | **\*** | A, I |

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| **Knowledge & Skills** | **Essential** | **Desirable** | **Method of Assessment\*** |
| 1. Excellent interpersonal skills, with the ability to build relationships with a wide range of people, using tact and diplomacy | **\*** |  | A, I |
| 1. Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently | **\*** |  | A,I |
| 1. Excellent, oral and written communication skills to deliver messages to a range of audiences in a clear, inspiring and impactful way | **\*** |  | **I** |
| Excellent IT skills including use of Microsoft Office, Social Media, Website as well as willingness to explore tools which could enhance team working | **\*** |  | **A,I** |
| Knowledge of relevant legislation |  | **\*** | A, I |
| Understanding of the local area | **\*** |  | A, I |

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| **Personal Attributes** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Able to work calmly and professionally under pressure | **\*** |  | I |
| Team player – work efficiently and effectively with colleagues and associates | \* |  | I |
| Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly | \* |  | I |
| Ability to be innovative, identifying new opportunities | \* |  | I |
| Able to work on own initiative | **\*** |  | **I** |
| 1. Flexible, adaptable and proactively responsive to change |  |  |  |
| Able to follow agreed working procedures effectively | **\*** |  | I |
| Able to prioritise workload and achieve deadlines | **\*** |  | I |
| Able to work effectively with a wide range of key stakeholders | **\*** |  | I |
| Significant enthusiasm for the work of Mind | \* |  | I |
| Proactive approach, a self-starter | **\*** |  | **I** |
| Operates with integrity and honesty at all times | **\*** |  | **I** |
| Commitment to continuous service improvement | \* |  | I |
| Driving licence and use of a car |  | **\*** | A, I |
| Ability to speak Welsh |  | **\*** | A,I |
| Able to contribute to ensuring that the premises are welcoming and well presented | \* |  | I |

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test