

JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Events Co-Ordinator/Marketing

Reporting To: Trustees

ROLE PURPOSE

To organise and or supervise the Charity's events including fund raising events, ensuring they are planned and executed in a professional business-like manner adhering to the Charity's Objectives and Policies.

Key Responsibilities

- Research the viability of proposed events
- Book services e.g. venue, coach, entertainment
- Liaise with in-house catering staff (volunteers) to ensure compliance to Hygiene Policies
- Liaise with individuals to ensure event advertised effectively
- Liaise with individuals to ensure accurate monitoring of cash donations, costs etc
- Ensure receipt/ticket etc given to participant on payment
- Liaise with Finance regarding income & expenditure and reporting of final result

Key Skills

- Creativity to conceptualize and implement engaging and memorable events whilst giving consideration at all times to the Charity's Objectives
- Good organisational skills managing multiple tasks, timelines, budgets etc
- Good people skills being able to obtain maximum input from those involved especially volunteers
- Good management skills
- Good problem solving skills to quickly and effectively resolve challenges as they arise during the planning and execution of the event
- Exercising sound business acumen at all times
- Awareness of Insurance, Health & Safety, Hygiene, issues and ensuring risk assessments are raised as and when necessary.
- Computer skills to raise documents (Word, Excel etc)

Key Attributes

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- A sound knowledge, understanding and empathy with the needs of the Charity's audience, their needs and challenges.
- Demonstrating a personable character with a strong social interest coupled to good organisational skills.

Name: Date: