

Job Description

Job Title:	Events Co-ordinator
Reports to:	Employer engagement manager
Location:	Quantum House, 22 – 24 Red Lion Court, Fleet Street, EC4A 3AB
Purpose:	This exciting opportunity is to work on a busy calendar of showcase events throughout the year, run by the national charity Education and Employers, such as Inspiring the Future, Inspiring Women, Primary Futures and Inspiring Governance.
Remuneration:	£23 - 25k depending on experience
Start date:	5 th June 2017
Additional Terms:	30 days paid holiday, pro-rata

The Education and Employers Taskforce was launched as an independent charity in October 2009. Its aim is to ensure that every school and college has an effective partnership with employers which provides young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so secure our national prosperity. It works closely with senior representatives of the employer community in partnership with leading representative bodies from the world of education to improve young people's preparation for the world of work.

The Charity set up and runs Inspiring the Future (www.inspiringthefuture.org) a ground breaking on-line system which connects volunteers and schools. Launched in July 2012, it is a free service whereby people from all levels; apprentices to CEOs and a range of job roles; archaeologists to zoologist from around the country pledge one hour a year to volunteer to go into state schools and colleges to talk about their jobs, careers, and the education routes they took. Inspiring the Future has national coverage with over 35,000 volunteers and 11,000 teachers and is endorsed by Government (with cross-party support), the UK's main teacher and employer representative organisations and many leading employers.

The technology allows the charity to deliver campaigns such as Inspiring Women, Primary Futures and our contracts such as Inspiring Governance for the Department for Education or Apprenticeships Skills and Knowledge (ASK) for the the Skills Funding Agency.

Job description

The charity takes pride in running a busy calendar of showcase events throughout the year raising awareness of the different campaigns and programmes. The event formats range from large scale careers fairs and speed career networking events to evening receptions and conferences and have a range of volunteers, from apprentices to CEO's and young people from schools and colleges

participating - see our photo gallery https://www.flickr.com/photos/edu_employers/sets

We are seeking a driven, highly capable and enthusiastic Events Co-ordinator who can absorb key information quickly, work well with a small team in a dynamic working environment to deliver and add value to the events we stage. This role requires someone with strong communication and client facing skills, experience in organising, marketing and managing events of varying sizes, preferably in the not-for-profit arena

The role provides the opportunity to build on existing professional skills you have and support the charity's efforts to ensure that all young people access the relevant advice and guidance needed to help them achieve their potential. Education and Employers is a small charity making a big impact nationally and you will be working at a rapid pace to bring about change and the ideal candidate

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Key Accountabilities

Planning events

- Venue research
- Negotiating venue and service pricing and booking venues
- Liaison and negotiation with external suppliers in the provision of equipment and supplies related to events and functions, including AV
- Assist with the drafting and following up invitations to speakers and other participants
- Budget planning and management of event finances liaising closely with the Head of Finance & HR
- Managing and processing events registrations
- Drafting briefings for volunteers, schools and high profile speakers
- Liaise with the employers and schools teams when inviting guests

Promotion and Publicity

- Promoting events to new and existing business networks
- Promoting events to state schools and colleges
- Working in partnership with the Communications Officer to ensure events generate interest via media, social media and newsletters

Inviting attendees and speakers

- Booking accommodation and travel arrangements when required
- Liaison with corporate sponsors and Government departments

Managing Delivery of the Event

- Managing events on site, including briefing and managing colleagues, volunteers and external suppliers, supporting, advising and directing event participants
- Provide input into event programme development, strategy and direction through team meetings.
- Production of detailed event running orders for all events
- Identifying risks and suggesting ways in which these might be mitigated
- Providing senior management with a concise understanding of the event preparations as well as responding effectively to data retrieval requests.
- Organising event items and literature for events
- Carry out administrative tasks in the build up to event

Co-ordinating Follow Up After the Event

- Undertake post-event evaluations.

Generic tasks

- Welcome people to meetings, providing refreshments and assisting with their pre-meeting requirements on the day
- Other ad hoc administrative tasks to support the team as needed

Person specification

Skills/ Knowledge/ Expertise

Essential

- Demonstrable experience of successful coordination of the delivery of a programme of events (corporate or public sector)
- Strong interpersonal, relationship building and presentation skills
- Strong organisational and administrative skills including close attention to detail and effective time management

- Excellent communication skills in relation to the production of letters, sponsorship proposals, brochures and other literature.
- Excellent multi-tasking skills, with the ability to work around conflicting deadlines.
- Financial skills: including the ability to construct and use spreadsheets to monitor a budget.
- Familiar with digital technology, high level of IT literacy including aptitude for making effective use of databases/CRM systems
- Proven ability to work as both a team member and autonomously.
- Demonstrable experience of managing a diverse workload; being able to prioritise work and working under pressure.
- Good UK venue knowledge

Desirable:

- A successful track record in planning effective communications campaigns to influence the behaviour of external stakeholders/customers.
- An understanding of the education and employment sectors
- Experience of working in the not-for-profit sector

Personal Attributes

Essential

- Good level of education, demonstrating strong client facing aptitude and communication skills both written and verbal. Comfort and confidence in working with a variety of external stakeholders, having an entrepreneurial and enterprising approach to their work.
- Good working knowledge and practical application of Microsoft office tools and customer relationships software
- A “doer”- ability to anticipate requirements and act to provide workable solutions
- Creative and solutions orientated, perceiving processes as the means rather than the end and as an aid to effective delivery
- Influencer - demonstrates personal ‘presence’ and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that sometimes develop between all stakeholders involved in the organisation and delivery of the event.
- Team Player: working collaboratively and flexibly to achieve outcomes and is keen to add value to the organisation’s culture and ethos
- Able to undertake some occasional work in the evenings and at weekends
- Able to travel in the UK

Application

The closing date for applications is 24th April with interviews scheduled for the 3rd May

Only successful candidates will be notified that they have been shortlisted by close of business on the 5th May.

Interviews will take place at the Education and Employers' offices just off Fleet Street, London.
Please send a CV and Covering Letter setting out your interest in and suitability for the role to
jobs@educationandemployers.org

Applications from recruitment agencies will not be considered under any circumstances.