

Events Coordinator

Pay scale: £21,664 per annum (pro rata for 16 hours worked)

Reporting to: Events & Marketing Manager

Hours: 16 hours per week, days, evenings and occasional weekends

Term: Until 30th June 2025, potential extension subject to future funding

Main purpose of job: To plan and deliver a calendar of social events to support social connections for people with learning disabilities and autism, reducing social isolation and improving independence and confidence of participants

Responsibilities, duties and tasks:

You will be responsible for planning and delivering a calendar of social events to reduce social isolation for people with learning disabilities in line with the project outcomes and targets. To promote social activities to members and potential members of Meet N Match including to key contacts such as social care providers and work with other team members to ensure the successful delivery of social activities.

Your main tasks will include

- To plan, coordinate and deliver a calendar of social events for adults with learning disabilities, autism or both
- To work with the Volunteer Coordinator to support the delivery of social activities
- To establish and build relationships with participants, volunteers and key contacts which encourage and enable people to participate
- To establish and maintain relationships with venues where activities are carried out
- Ensure venues are appropriate for the activity, ensuring risk assessments and ongoing checks are carried out
- To ensure venues are appropriately decorated to fit themes including acquiring decorations, raffle prizes etc
- Work with the Administrator to ensure the timely collection and processing of data using data collection tools for monitoring and reporting ensuring GDPR compliance
- To promote the organisation, project and social events across a range of platforms including social media, direct marketing and events
- To maintain effective and efficient administrative systems
- Under the direction of the Team Leader, take responsibility for the promotion of positive activities and services both with the organisation and externally
- Attending regular team meetings and supervision
- Ensuring the health, safety and wellbeing of participants
- To promote equality and promote people with learning disabilities in a positive way

General Duties:

- To be aware of the service targets and outcomes and assist in working towards their achievements.
- To understand and adhere to all organisational policies and procedures
- To maintain personal and professional development at all times
- To undertake appropriate training as required.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Person Specification

	Essential	Desirable
Qualifications	Good standard of general education	First aid (or willing to undertake) Event Management qualification, or similar
Knowledge	Knowledge of safeguarding issues and requirements Understanding of data protection requirements and confidentiality	
Experience	At least six months' experience in a similar role planning and running events/activities Experience of giving presentations and/or speaking in groups settings	Experience of working with people with learning disabilities or vulnerable adults
Skills	Excellent communication, listening and interpersonal skills and an ability to relate well to people from diverse backgrounds Excellent organisational skills A willingness and ability to form effective working relationships with permanent employees, volunteers and casual workers.	Ability to contribute new ideas to enhance the programmes of work. Ability to contribute to the training of other staff The ability to generate enthusiasm & commitment from others

	<p>A willingness to support a wide range of service users</p> <p>Excellent IT skills including word processing, spreadsheets, emails, presentations and promotional materials</p>	<p>An ability to empathise and advocate for the needs of people with learning difficulties.</p>
Qualities	<p>Ability to work under own initiative and as part of a team</p> <p>Ability to maintain safe, quality environments</p> <p>To be reliable and honest.</p> <p>To be enthusiastic and friendly</p> <p>To be interested, motivated and committed.</p> <p>To be committed to Equal Opportunities</p>	<p>Willingness to take on different tasks as the role develops to meet the needs of the organisation</p>
Commitment	<p>Willingness to attend relevant training as required</p> <p>Ability to be flexible</p> <p>Willingness to undertake travel across the North West</p> <p>Willingness to work evenings & occasional weekends</p> <p>Car driver or access to transport to travel across the North West</p>	