



## Job Description

<b>Job Title:</b>	<b>Events Coordinator</b> Part time
<b>Salary:</b>	£25,000 pro rata (full time = 35 hours)
<b>Hours:</b>	20-24 hours per week
<b>Based:</b>	Kilburn, London
<b>Reporting to:</b>	Chief Executive Officer

The Compassionate Friends (TCF) is a national bereavement charity established in 1969, providing specialist peer support and information to bereaved parents and families, as well as to professionals and other organisations. This is an exciting and dynamic period for The Compassionate Friends, as we expand and grow, and begin to realise our ambitious future plans for supporting bereaved families in the UK. Over the past few years we have increased the number of supportive events for bereaved parents, siblings and grandparents, including specialist supportive weekends and days, and volunteer training and networking events. We are looking for an enthusiastic and committed member of our small team of staff to continue this growth, to coordinate existing and additional events, support the volunteers who organise and staff weekends and supportive days, while also working to expand this area of our support for bereaved parents.

This is a fantastic opportunity to join an exciting and growing organisation. Working with the CEO, Trustees, volunteers and a small group of colleagues, you will help to coordinate and support all aspects of our events for bereaved parents and training events for volunteers.

For this varied and busy role, we are looking for an enthusiastic, highly organised, creative individual with excellent interpersonal and written skills. You will be used to working across a number of projects and be able to prioritise your workload and manage your time effectively in this part time role. You will have some experience at managing and coordinating events and be able to pick up administrative processes quickly. It is essential to have excellent attention to detail. You will also be able to build successful relationships both internally with volunteers and staff, and with event venues and other external suppliers. A high degree of flexibility is required for the role, and a willingness to work some weekends. You will be supported by the CEO and other colleagues, however this post also requires someone who is able to manage responsibility and who is confident working independently.

This role is subject to an enhanced DBS (Disclosure Barring Service) check.

### **Key responsibilities and tasks**

- Working with others, plan and deliver the charity's existing programme of supportive events for bereaved parents, siblings and grandparents
- Research and identify possible appropriate venues for supportive and other events.
- Manage and provide the promotion, administration and coordination of events
- Build relationships with volunteers running and staffing events, and bereaved attendees.
- Act as the main contact and coordinator for The Compassionate Friends for all events.
- Deal promptly and professionally with all enquiries relating to events.
- Keep accurate records of expenditure and income on events (together with office staff) and handle the administration associated with events.
- Build relationships and partnerships with event venues and suppliers.
- In line with the charity's overall strategy, develop and grow the number and range of supportive events for bereaved families and training events for volunteers.
- Utilise digital/social media to maximise opportunities to promote events
- Promote and update events on digital media, including charity website.
- Provide support and administrative back-up before, during and after events for bereaved parents and families, and training and support events for volunteers.
- Undertake any other relevant and reasonable duties as directed by line manager.

### **Person Specification**

#### **Skills & Experience, Knowledge and Understanding**

- Numerate and literate with a good standard of education
- Experience of planning and executing successful events
- Ability to pick up administrative processes quickly
- Competent with computers and use of Office (Word and Excel particularly). Knowledge of social media, and a willingness to learn new IT skills and embrace and harness new technology
- Excellent attention to detail
- Understanding and experience of the impact of child loss on parents and their families

- Experience of working in a small team, but also comfortable working independently
- Experience of working on and attending events, particularly supportive events. Project management experience would also be helpful.
- Excellent interpersonal skills, with the ability to work cooperatively and build relationships with volunteers, outside suppliers and others to organise events
- Excellent time management and organisational skills and ability to manage own workload effectively.
- Flexibility and a willingness to adapt to changing needs and environments. Experience of positively embracing and adapting to change.
- A proactive approach, with a 'can-do' attitude.

### **Personal Qualities**

- Flexible and adaptable – office based, but with willingness to work outside of normal hours and travel throughout the UK to attend weekend events.
- Enthusiasm, energy and creative flair. Highly motivated.
- Professional approach.
- Attention to detail, with the ability to maintain accurate records.
- A responsible and reliable approach.
- Strong organisational skills. Ability to multi-task efficiently and prioritise workload.
- A pro-active approach, with a 'can-do' attitude.
- Confident in own judgement and initiative, but will ask for help or advice if needed. Can work unsupervised, and as part of a team when required.
- Can build effective relationships with service users, volunteers and staff across the organisation.