**Job Description**

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| **Summary** |
| Job Title | Event Coordinator |
| Department | UK Partnerships |
| Location | Manchester |
| Job Type | Full-time |
| Reporting To | UK Partnerships Manager |
| Direct Reports | No |
| Job Purpose | Hope for Justice fundamentally believes in engaging supporters, creating a ‘Movement’ that will act against modern day slavery; through fundraising, promoting awareness and campaigning.Hope for Justice requires the Events Coordinator to support the Partnerships Team in delivering the fundraising programme, through the organisation of events, ensuring they are delivered effectively and on time. They will assist the UK Partnerships Manager with the annual proposal for the event calendar and the planning and execution of each event. |
| **Duties & Responsibilities** |
| **Book a Speaker**:* Plan and coordinate Train-a-Speaker days including applications, venue, running order and staff involvement.
* Coordinate the weekly Book A Speaker requests & booking process; pre & post event with organiser and speaker.

**Stands and Expos:*** Oversee the event calendar for Hope for Justice stands, ensuring stand space and accommodation is booked and volunteer rota created.
* When required, run Hope for Justice stands and lead the team.
* Review events attended and propose new ideas to improve the planning process and effectiveness of the stand at events.

**Freedom Dinners*** Assist Partnerships Manager in the organisation of Freedom Dinners:
* Coordinate invitation mail out and RSVP’s.
* Source venue.
* Responsible for quotes & ordering marketing material, resources & décor.
* Assist with the set-up and running of event.

**Business Network Events*** Assist Partnerships Manager in the organisation of Business Network Events:
* Coordinate invitation mail out and RSVP’s.
* Source venue.
* Responsible for quotes & ordering marketing material, resources & décor.
* Assist with the set-up and running of event.

**Hope Gathering*** Assist the Partnerships Manager in the organisation of Hope Gathering:
* Responsible for quotes & ordering marketing material, seminar resources, decor.
* Coordinate ticket sales & weekly ticket sales reports.
* Source best hotel rates and book all staff and trustees in.
* Help set-up and run the event on the day.

**Artist Tours*** Assist Partnerships manager in the organisation and promotion of tours.
* Attend tour dates and help lead the team.

**Conferences*** Assist Partnerships Manager in the organisation of being a conference sponsor:
* Responsible for quotes & ordering marketing material, resources & décor.
* Ensure accommodation is booked and volunteer rota is created.
* Assist with leading the team and running Hope for Justice stand.

**General Admin*** Answer incoming calls and participate in ‘call days’ for Partnership projects.
* Responsible for the events@hopeforjustice.org inbox.
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| **Person Specification** |
| Experience & Qualifications |
| * Events management
* Educated to degree level or equivalent qualification or experience
* Administration experience
* Leading a team
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| Skills & Competencies |
| * Excellent organisational skills.
* Ability to plan, balance and cope with competing priorities.
* A creative and proactive approach to all areas of work.
* Excellent written and verbal communication skills.
* Strong team working orientation, with the ability and social skills to work collaboratively with staff at all levels.
* High standard of computer literacy.
* Willing and able to work occasional evenings and weekends to support fundraising events.
* Current full car driving license.
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| **Review** |
| Date Completed | 4.10.16 |
| Version Number | 1.0 |
| Approved By | DOD |