**Role Profile**

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| **Overview** | | |
| Role | UK Events Coordinator | |
| Main Purpose | To deliver the UK Partnerships event strategy to a high standard, ensuring they are delivered effectively and in line with the budget set by Head of UK Events. | |
| Department | UK Partnerships | |
| Location | Head Office, Manchester | |
| Reporting To | UK Events Manager | |
| **Key Result Areas** | | |
| * Assigned events organised within budget, resulting in greater profitable income margins for the Partnerships department * Execution of first-class events with 95% positive feedback from attendees * Meeting 90% of pre-agreed deadlines within Gantt Charts | | |
| **Main Duties** | | |
| * End to end event management * Venue searching, including effective negotiation * Supplier selection and management * Liaise with Church Partnership/Public Fundraising teams to ensure invitation strategy is followed accurately and attendee numbers are fulfilled. * Liaise with Communications team to ensure promotional material and content for event is followed accurately and on time. * Budget management * On-site event management including managing suppliers, staff and volunteers | | |
| **Soft Skills** | | **Technical Skills** |
| * Creative problem solving * Ability to work under pressure & time management * Teamwork * Negotiation & conflict resolution * Decisiveness * Flexibility * Leadership | | * Project management * Administration |
| **Experience & Education** | | |
| * Degree – (Event management degree desirable) * 2 years’ experience in an events/project management role | | |