**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
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| **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
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| **Soft Skills** | **Technical Skills** |
| * Creative problem solving
* Ability to work under pressure & time management
* Teamwork
* Negotiation & conflict resolution
* Decisiveness
* Flexibility
* Leadership
 | * Project management
* Administration
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| **Experience & Education** |
| * Degree – (Event management degree desirable)
* 2 years’ experience in an events/project management role
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