

Events Co-ordinator

JOB DESCRIPTION

Penny Appeal is an award winning, international humanitarian charity delivering aid in over 30 countries including the UK. We pride ourselves in the work that we do and the aid we are able to deliver, from sustainable programmes internationally and locally as well as emergency aid responses. We also take pride in the people that support us externally and the ones that make things happen internally.

We are the fastest growing charity in our sector with a fast-paced working environment. When a crisis hits internationally we respond immediately. Outside emergencies, we have a packed marketing calendar full of creative campaigns, award-winning events, and unique projects all aimed at helping the most vulnerable. We can see an immediate impact from our hard work and it can be so rewarding to see the positive feedback from the people we have helped.

Role overview:

To help plan and produce a variety of events across the UK, including tours, dinners, conferences and fundraising events. Production of event documentation, including risk assessments, itinerary's and schedules will be a key element of the role, as will the logistical arrangements with suppliers, catering, transport, accommodation, etc.

Responsibilities

- Assist with the delivery of events for the charity, including planning, administration, logistics and communication
- Conduct venue and supplier research and arrange site visits
- Plan and organise detailed travel and accommodation plans for artists, suppliers, and staff
- Arrange logistics with relevant suppliers, including AV, Catering, Transport, and Accommodation,
- Act as Event Duty Officer at events when required.
- Represent the Events team at internal and external events/meetings when required
- Organise and maintain diaries and schedule meetings and appointments
- Liaise with clients, suppliers, partners and other staff
- Work closely with colleagues within the department and other departments
- Maintain administrative and office systems, including data management and filing
- Produce documents, briefing papers, reports and presentations
- Carry out a variety of project and administrative tasks
- Carry out background research and present findings
- Assist staff in other departments and regions as required in order to facilitate the work of the charity
- Adhere to stated policies and procedures as per the company handbook, health and safety requirements and other management systems
- Other duties as per the request of the Events Manager and Senior Management Team

Events Co-ordinator

PERSON SPECIFICATION

Essential Criteria

- A minimum of 12 months event planning experience
- A good understanding of event operations and logistics
- Willingness and ability to travel and work unsociable hours, including evenings and weekends as the role demands
- Experience of working to multiple deadlines
- Able to manage multiple tasks and prioritise a complicated workload
- Highly organised, with the ability to problem solve
- Ability to work independently and as part of a team
- Excellent interpersonal and communication (verbal & written) skills
- Excellent knowledge of Microsoft Office applications
- Able to adapt quickly to changing deadlines and priorities
- Able to work under pressure and use initiative
- Ability to take instruction and implement tasks effectively
- A good understanding of event health and safety
- Full driving licence

Desirable Criteria

- Experience of research
- Events Management Qualification