

Job Description

Role:	Events Co-ordinator
Hours:	Minimum 20 hours per week with flexibility to cover evenings and weekends where required to lead or support events.
Holiday:	4 weeks plus public/bank Holidays (pro rata)
Salary:	£23,400 (FTE) plus bonus incentives
Location:	Initial training at Torrisholme Methodist Church, Norwood Drive, LA4 6LT during operational times. Much of this work can be carried out at home with flexible hours. Must be available to work occasional evenings and weekends.
Reports to:	Charity Manager

How to apply: Send your current CV and a covering letter to Charity Manager, Laura Duncalf at laura@neurodropin.org.uk

About Neuro Drop In Centre:

Neuro Drop In Centre is a vibrant charity dedicated to providing support and resources for individuals and families affected by neurological conditions. Our centre offers a welcoming and inclusive environment where members can access a range of services, participate in activities, and connect with others facing similar challenges. We are committed to promoting well-being, empowerment, and community engagement.

Job Description:

Neuro Drop In Centre is seeking a dynamic and enthusiastic Events Coordinator to join our team. The successful candidate will play a pivotal role in organising events, activities, and initiatives aimed at fostering community engagement, raising awareness, and generating support for our cause. Reporting to the Charity Manager, the Events Coordinator will be responsible for planning, coordinating, and executing a variety of events and outreach efforts.

Key Responsibilities:

1. Event Planning and Execution:
 - Plan, coordinate, and execute a calendar of events, including fundraising events, awareness campaigns, workshops, and social activities.

- Manage all aspects of event logistics, including venue selection, vendor coordination, budget management, and on-site coordination.
- Collaborate with internal teams, volunteers, and external partners to ensure seamless execution of events.
- Evaluate the success of events through post-event analysis and feedback gathering and identify opportunities for improvement.

2. Community Engagement:

- Develop and implement strategies to engage with the local community, stakeholders, and supporters to raise awareness about Neuro Drop In Centre's mission and services.
- Build and maintain relationships with community partners, businesses, and local organisations to explore collaboration opportunities and sponsorship support.
- Organise outreach activities, such as community presentations, networking events, and participation in community fairs and festivals.

3. Volunteer Management:

- Recruit, train, and manage volunteers to support event activities, ensuring a positive volunteer experience and effective utilisation of resources.
- Provide guidance and support to volunteers, delegating tasks, and coordinating schedules as needed.

4. Marketing and Promotion:

- Work closely with our communications partner to develop promotional materials, including event flyers, social media posts, press releases, and email campaigns.
- Utilise various marketing channels to promote events and engage with the target audience, including social media platforms, community newsletters, and local media outlets.

5. Administrative Duties:

- Maintain accurate records of event-related expenses, revenue, and attendance.
- Prepare reports on event outcomes, including attendance metrics, fundraising results, and feedback analysis.
- Assist with other administrative tasks and duties as assigned.

Professional Growth and Leadership Development:

As the Events Coordinator gains experience and demonstrates effectiveness in their role, they may have opportunities for professional growth and advancement within the

organisation. This could involve taking on additional responsibilities, such as supervising other staff members or leading strategic initiatives related to community engagement and event management. By continually learning and expanding their skills, the coordinator can contribute to the long-term success and sustainability of the Neuro Drop In Centre while advancing their own career goals.

Qualifications and Skills:

Previous experience in event planning, community engagement, or volunteer coordination, preferably within the nonprofit sector.

Strong organisational skills with the ability to manage multiple projects simultaneously and meet deadlines.

Excellent communication and interpersonal skills, with the ability to build relationships and work effectively with diverse stakeholders.

Creative thinking and problem-solving abilities, with a proactive and resourceful approach to overcoming challenges.

Proficiency in Microsoft Office Suite and event management software is desirable.

Passion for making a positive impact in the community and supporting individuals affected by neurological conditions.

This is a part-time position based in Lancaster, UK. The Events and Engagement Coordinator will have the opportunity to make a meaningful contribution to the mission of Neuro Drop In Centre and play a key role in enhancing community support and engagement.

General Duties and Responsibilities

All employees are required to abide to the:

- Health and Safety at Work Act
- To complete mandatory training via e-learning
- Ensure that they always comply with Neuro Drop In policies and procedures.

Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Charity.

Strict confidentiality applying to all aspects of Charity business must be always observed.

1. Confidentiality

All Neuro Drop In staff are responsible for ensuring the confidentiality of any information relating to members/service users, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in Neuro Drop In's confidentiality will be dealt with by Disciplinary Procedure and may result in dismissal.

2. Health and Safety

All Neuro Drop In staff are responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

All Neuro Drop In staff are responsible for ensuring that any external interests they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for Neuro Drop In and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the Neuro Drop In staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Neuro Drop In to achieve its corporate goals and objectives.

6. Safeguarding

All Neuro Drop In staff are responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from the Operations Manager if in doubt.

7. Disclosure and Barring

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during employment. This should include any motoring convictions. Any change in circumstance must be reported immediately to the Operations Manager so that any impact on ability to work in post can be assessed.

8. Equality and Inclusion

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e., not to discriminate against members of staff, members/service users, volunteers, supporters, contractors, and any visitors to Neuro Drop In.

9. Volunteers

The role of volunteers is integral with the work of Neuro Drop In and paid staff are required to underpin this in their attitude and actions.