

Job Description

Title:	Part-time Events Co-ordinator
Responsible To:	Head of Administration (HoA)
Key contacts:	Trustees, Head of Rescue & Rehoming, Kennel Team and Volunteers.
Contract:	Fixed term for 12 months and is subject to a six month review.
Hours:	5 hours per week - flexible and can be home based.
Salary:	£8.91 PH

Our Values

- **Respect** - We have due regard for the feelings, wishes, or rights of others and treat all animals and people with respect and dignity
- **Integrity** - We are undivided in our strong morals and principles to do the right thing for every dog in our care
- **Care** - We are passionate about the welfare of dogs, and all of our work is inspired by the needs and care for our dogs
- **Excellence** - We strive to be an organisation of excellence by strengthening our people, processes and resources

Job Role

Develop existing fund-raising activities to improve attraction as well as initiate, plan and implement new activities commensurate with our aims. This will cover live events, social media and digital.

Main requirements

1. Organise and attend the current events programme which can include weekend and evening duties.
2. Evaluate, develop and implement new fund-raising activities subject to management approval.
3. Anticipate and plan for different scenarios (i.e. weather issues, last minute failure of a service provider).
4. Contribute to budget setting for an event and adhere to agreed budgetary controls. Review expenditure after each event.
5. Positively represent the work of Stokenchurch Dog Rescue and build on its' good reputation.
6. Propose new ideas to improve quality and revenue for events.
7. Plan coordinate multiple events at once across the various platforms.
8. Organise remote events online, using conference software (e.g. zoom, skype, teams).
9. Create Standard Operating Procedures for all events and work to ensure adherence to these especially in regard to health and safety
10. Schedule an annual programme of awareness raising and fundraising events and activities.

General

11. When required work in partnership with other organisations to deliver events and awareness building activities.
12. Cultivate and engage new and existing volunteers to participate in a wide range of fund-raising events, either on site or run at their own or other locations.
13. Be aware of all Health & Safety, insurance and legal requirements for each activity undertaken.
14. Prepare Risk Assessments as and when required, meeting the Charity's requirements.
15. Present a positive profile on behalf of SDR, maintain a polite and professional manner in dealing with members of the public, particularly in the event of a grievance.
16. In cooperation with the HoA prepare and issue advertising materials.
17. In cooperation with the HoA be constantly alert for any detrimental issues on Social Media etc. Effectively Deal with them swiftly and with minimum damage to the Charity's reputation.

18. Create and maintain a record of events, retaining relevant data to improve future effectiveness.
19. In cooperation with the HoA optimise appropriate communication resources to encourage participation and support from staff, volunteers and visitors.
20. Liaise with HoA and the Treasurer to ensure all expenditure and income is accurately and promptly accounted for.
21. Plan, manage and oversee events within the agreed time limits including site set-up and post event clear up, organising all vendors/volunteers/staff required and problem solving.
22. Complete final checks prior to the event (e.g. equipment, technology etc) to ensure everything meets requirements and standards and be responsible for post event clearance to ensure everything is safe to resume daily operations.

Special Requirements:

- Must be comfortable with dogs in the workplace/office.
- Proof of eligibility to work in the UK.
- Have use of own vehicle.

Job Descriptions are not an exhaustive list of duties. You may also be required to carry out other duties and/or responsibilities commensurate with these responsibilities, and skills and qualifications of the post-holder as the Head of Admin/or the Board of Trustees may from time to time direct.

PERSONAL SPECIFICATION The successful candidate must meet the following essential requirements:

EDUCATION

ESSENTIAL	DESIRABLE
Educated to NVQ level 2 in Maths & English or equivalent level of ability	

KNOWLEDGE AND EXPERIENCE

ESSENTIAL	DESIRABLE
Previous experience in a similar role	Experience and importance of working with volunteers of all ages and abilities
Working knowledge of H & S issues	
Preparation of Risk Assessments	
Preparation of Standard Operating Practices	
Proficient at using social media tools and capable of using conference software	

SKILLS AND ABILITIES

ESSENTIAL	DESIRABLE
Organised approach with excellent attention to detail	A clear understanding of the value of fundraising to a small, independent Charity

Good communication skills and professional telephone manner	Dealing with local press and preparing publicity material
Can demonstrate understanding of Social Media and its importance to the Charity	
Ability to work on own initiative and be flexible without compromising deadlines	
Understanding of and strict adherence to matters of confidentiality	
The ability to maximise any potential fund-raising opportunities	
Ability to deal in a professional manner with a wide range of enquiries and potential concerns	
Flexibility of approach to hours/days worked	

PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE
Ability to establish rapport with others and maintain productive relationships for the benefit of the role and Charity	Experience of working in the charitable voluntary sector - in a paid or unpaid capacity.
Comfortable working independently on own initiative and as part of a team and ability to meet deadlines and targets as they arise	Commitment to Stokenchurch Dog Rescue's stated values and aims with a working style that reflects this.
Willingness to be flexible, to manage own workload and prioritise effectively. May be required to work outside standard 9-5pm pattern.	
A positive, and confident disposition. Accepts responsibility and shows judgement in referring upwards	
Appropriately assertive and respectful. Accepts advice and feedback.	
Know when and how to escalate issues in an appropriate manner with tact and diplomacy	
Good interpersonal skills and professional credibility that will influence and gain confidence in others	
Loyal, trustworthy and honest with a high level of integrity	
Demonstrate common sense. Work in a positive and constructive way, share knowledge and experience	
Embrace change -adapts to new tasks and processes	
Flexibility of approach to hours/days worked.	