

Job Description: Events Coordinator

Hours of work:	Part time (21 hours per week)
Salary:	£18,330 (pro-rata)
Location:	In line with current Scottish Government restrictions, you will be working from home until the situation changes.
Holidays:	26 days per annum plus 10 public holidays (pro-rata)
Pension:	Optional group pension scheme based on employer contributions of 3.5-5% (depending on employee contribution) after three months
Reporting to:	Operations Manager
Contract:	Fixed term till 31 March 2021

Background:

Staf, formerly the Scottish Throughcare and Aftercare Forum, was formed in 1998 and is Scotland's national membership organisation for all of those involved in the lives of young people leaving care. Staf is the only membership organisation with a specific focus on the throughcare and aftercare of young people leaving care, with over 70 members. We strive towards our collective vision of a Scotland where the wellbeing and success of young people leaving care across Scotland is indistinguishable from that of their peers in the general population.

Main Function:

To ensure that all events run by Staf are done so using the appropriate platforms, are well planned and run and speakers, facilitators and audiences are given the support and information required.

Specific Duties:

Online Events:

1. Set up and manage logistics for online events (meetings, webinars and conferences) using a variety of platforms including Zoom and Microsoft Teams.
2. Support staff and facilitators in the technical aspects of setting up and running online events (meetings, webinars and conferences).
3. Provide support for attendees to ensure they are able to access the events and are provided with instructions and invitations for joining them.
4. Support facilitator(s) in producing and running on-screen presentations.
5. Communicate with attendees before and after events, providing agendas, joining instructions, technical information and follow up information such as copies of presentations.
6. Ensure that speakers and other contributors are supported in all technical aspects of taking part in events.
7. Attendance at events to take minutes and notes as appropriate, and disseminate these to attendees.

Face to Face Events (when permitted):

1. Be responsible for booking venues and catering, ensuring the best deal possible and create, maintain and manage expenditure budgets for all events.

We listen. We care. We love.

2. Ensure that all events have the necessary resources including staffing, staging and other relevant equipment/materials, and ensure all attendees are kept updated with relevant information such as joining instructions.
3. Make all logistical arrangements for national events, local forums, focus groups and other key events including: venue; catering; audio/visual equipment.
4. Provide support for focus group facilitators in securing venues, communicating with attendees and information gathering.
5. Play a key role in organising events for senior executives, policy makers and funders by arranging venue and catering, engaging speakers, making appointments for our CEO to meet with attendees and coordinating preparation of all materials for the event.
6. Ensure that speakers are kept up to date with logistics, and arrange for transport, accommodation and invoicing as appropriate.

General events responsibilities:

1. Work with the Head of Learning & Development to create a speakers strategy for each event, ensuring that speaker agreements are in place and being the main point of contact for speakers and facilitators.
2. Organise and manage post-event evaluation, analysing and summarising feedback for management.
3. Work with the Senior Management Team to create an overall events plan covering all Staf activities, using market research and feedback from members.
4. Work with the Finance Office to design and monitor income and expenditure budgets for all events.
5. With support from the Administration Officer, manage bookings for all events.
6. Work with the Operations Manager to ensure good governance is in place for all events including appropriate insurance, contracts and health & safety requirements.
7. Ensure all attendees are kept updated with relevant information such as joining instructions.
8. Any other duties to support the work of Staf.

Skills and Abilities	Essential	Desirable
1. Excellent organisational skills and the ability to manage a wide range of tasks with competing priorities and deadlines.	√	
2. Ability to manage a wide range of tasks with competing priorities and deadlines	√	
3. Excellent IT skills and enthusiasm for learning new tools.	√	
4. Ability to use a range of functions in IT packages in particular Microsoft Excel, Word, PowerPoint and Outlook.	√	
5. Excellent verbal skills with the ability to speak via MS Teams, on the telephone and face to face with a wide range of people.	√	
6. Demonstrable high level attention to detail, accuracy and timeous completion of tasks.	√	

7. Excellent written communication skills.	√	
8. Numeracy and ability to handle statistics.	√	
9. Ability to work flexible hours when required.	√	
10. An understanding of the challenges that face young people in and leaving care in Scotland.		√

Experience and qualifications

Relevant qualification or experience of working in event management or general business administration.