



Community Engagement & Events Lead

Essential Criteria

Event Management	<p>At least one year's experience in managing and coordinating events.</p> <p>Have at least one year's experience managing event budgets.</p>
Digital Skills	<p>Computer literate with a good understanding of Microsoft applications.</p> <p>The ability to input data with accuracy and a good attention to detail.</p>
Human Rights Based Approach	<p>Have a good understanding of human rights and how it's core to the work and principles of Dates-n-Mates.</p>
Values	<p>Be able to demonstrate the values of inclusion and person-centred approaches.</p>
Communication	<p>Have excellent verbal and written communication skills, adapting to suit different audiences.</p> <p>Be able to create accessible information for different platforms.</p> <p>Be prepared to represent Dates-n-Mates in the media, in public and at stakeholder meetings.</p> <p>Experience contributing to written reports.</p>
Teamwork	<p>Promote a culture of peer support amongst colleagues, demonstrate a coaching style to your practice.</p>
Adult Support & Protection	<p>Have an awareness of Child & Adult Support Protection Legislation and reporting requirements or be willing to work towards this.</p>

Registered address: Dates-n-Mates, Melisa House, Brand Place, G51 1DR. Tel: 0141 427 2957

Company Number: SC748522 Charity Number: SC052107