JOB DESCRIPTION

JOB TITLE	Events Coordinator
RESPONSIBLE TO	Head of Commercial
DATE	March 2012
OVERALL OBJECTIVES	To organise and deliver all Foundation events to an excellent standard, in the most cost efficient manner.
MAIN RESPONSIBILITIES	**Organisation/Delivery** • Create event feasibility documents for approval • Create and manage budgets efficiently • Secure as much Gift in Kind as possible • Prepare and keep event checklists up to date • Liaise with relevant organisations, venues and Club staff in a professional manner • Run all events through Raiser's Edge • Prepare briefs for event facilitators/speakers/VIPs • Keep up to date with current education and sports policy, and possible Foundation target audiences • Manage staff and resources efficiently, organising training as required • Outsource events as appropriate • Be responsible for all event Health and Safety policies and procedures • Evaluate events and make recommendations for the future **Customer Care** • Undertake market research and client surveys • Provide an excellent customer experience **Administration** • Work within the established administrative and financial systems to ensure smooth running/quality of projects. • Contribute to the processes of forward planning, monitoring and evaluation. • Identify PR opportunities and case studies. • Develop working practices in line with Foundation of Light Equality and Diversity and Safeguarding policies. • Be aware of, adhere to, and assist with the development of health and safety practices. • Maintain the highest level of professionalism and confidentiality. • Print accurate reports as requested. This role will exclude responsibility for donor liaison for event sales as this will be dealt with by the Sales Executive and Head of Commercial.
You may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.	
TECHNICAL SKILLS AND KNOWLEDGE **e.g. Word, P-point, Excel, & Outlook**	Competence in all software packages named PLUS any CRM solution (Raiser's Edge) Foundation of Light utilises.