

## Events Co-ordinator (14 hrs per week)

### Job Description

This is a fixed term post to 31<sup>st</sup> October 2019.  
Immediate start preferred.

#### The Organisation

Volunteer Edinburgh provides access to volunteering to members of the public and support to organisations that involve volunteers. It is a company limited by guarantee with Charitable Status. Volunteer Edinburgh promotes and develops volunteering in Edinburgh through a range of projects and has a key leadership role in making Edinburgh a city in which volunteering in all its forms can flourish and thrive.

#### Function of the Post

The Events Co-ordinator is responsible for:

- Organisation and delivery of Volunteer Edinburgh events, ensuring events run smoothly, are well executed and achieve desired outcomes.
- Providing event management and administration support to other projects in the organisation.

#### Accountable to

The Chief Officer.

#### Main Responsibilities

- Manage and coordinate key volunteering promotional and celebration events including our Inspiring Volunteers Awards and Annual Volunteer Recruitment Fair, planning and coordinating the component parts.
- Overseeing the running of events on the day, dealing with issues that come up in a calm and solution-focused way.
- Plan and deliver effective marketing and promotion of events including: creating press releases and invitations; communicating with internal and external contacts; liaising with the Communications Coordinator.
- Administer and manage bookings/nominations for events.
- Ensure pre-event checks are carried out and accurate event schedules are delivered, liaise with the Core Services Manager to confirm that all arrangements have been put in place, communicate any last minute alterations.
- Maintain a good knowledge of all available facilities and on-going developments in order to provide staff and external stakeholders with accurate and timely advice and information i.e. risk assessments, reminders, and exhibitor's guides.
- Deal with day-to-day enquiries with regard to events, be the first point of contact, giving information and ensuring that correct procedures are embedded into all event activity.

- Advise on the viability, suitability and timing of events to ensure that the event programme is most effective, and does not present security implications or risk to the reputation of Volunteer Edinburgh.

### **Shared Responsibilities**

Volunteer Edinburgh is a small organisation. All staff are expected to be able to work flexibly and to share collective responsibilities for core Volunteer Edinburgh work. This includes supporting our volunteers, advising members of the public who approach us and supporting activities promoting best practice in volunteer's management. Staff may also be required to take on additional tasks from time to time in consultation with the Line Manager.

### **Place of work**

The main place of work is VE's main office, 222 Leith Walk, Edinburgh, EH6 5EQ.

## **Outline Conditions of Service:**

### **Supervision:**

Supervision sessions with the Chief Officer at six weekly intervals.

### **Salary**

The salary is SJC Pt 15 (currently £18,567 p.a. full time), which is £7,427 p.a. pro rata at 14 hrs/wk.

### **Hours of Work**

Normal working hours are 14 hours per week. Some flexibility in the days/hours worked may be required around the two larger events during the year.

Volunteer Edinburgh offers time off in lieu. Occasional evening or weekend work may be required.

### **Holidays**

Annual leave entitlement is 29 days plus 6 public holidays (pro rata for part time employees). The leave year runs from the 1st April to 31st March.

There are also 2 additional 'floating' days which are normally taken over the Christmas/New Year break when the office is closed.

### **Pension**

Volunteer Edinburgh offers an Employer Pension Scheme. Volunteer Edinburgh pays a 7% employer pension contribution and employees must pay a minimum contribution of 3%. Staff may opt out if they wish.

### **Termination**

A minimum of one month's calendar notice will be required.

### **Probation**

There will be a probationary period of three months followed by a review.

### **Review**

This job description is open to review by Volunteer Edinburgh's Chief Executive and Management Board as and when appropriate in consultation with the post holder.