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| TITLE: | Events Co-ordinator |
| HOURS: | 35 hours per week (Flexible working & TOIL policies apply as some evening & weekend working may be involved) |
| BASED AT: | Clan House, Aberdeen |
| SALARY: | £26,916.99 per annum |
| REPORTING TO: | Head of Income Generation & Business Development |

CLAN CORE VALUES:

All Clan employees are required to demonstrate supportive and respectful behaviour at all times, not only to clients but also to colleagues and management. Colleagues are treated professionally with respect and dignity and take responsibility for operational boundaries and expectations to ensure a harmonious working environment. All employees are required to adhere to Clan's five Core Values:

Honesty: We are honest, reliable, transparent and treat others with fairness.

Excellence: We invest and empower people, are committed to excellent and strive to provide high quality, consistent support in a healthy, safe environment.

Accountability: We take ownership for and are responsible for our choices and actions. We are accountable to each other and consider the outcomes of our behaviours on the achievement of our goals and tasks.

Respect: We value diversity of people and thought. We behave in ways that earn trust and support each other.

Teamwork: Clan is a community, we are welcoming and supportive, and we communicate openly. We are strong together.

JOB PURPOSE:

The Income Generation Team is responsible for developing new partnerships with a broad range of companies, groups and associations whilst building relationships with individuals, funders and other supporter groups to maximise income. The team manages a healthy mix of diversified income streams which include donations and gifts, fundraising events, corporate partnerships, charity shop income, legacies and grant funding. Clan's services currently cost approximately £2 million per annum.

Working under the guidance of the Head of Income Generation, the Events Coordinator will be responsible for event planning, event management, volunteer communication and working with the Clan team to ensure events continue to play a huge part in the success of our income generation and brand reputation.

KEY RESPONSIBILITIES & DUTIES:

- Develop, implement and organise an annual event plan for Clan, managing all event details such as décor, catering, entertainment, transportation, venue, invite list, special guests, equipment and AV production when required.
- Working with the marketing team to assist with the promotion of the planned events and identify and assist with volunteer requirements.
- Complete and update any required risk assessments for planned fundraising events with support from the Clan Facilities Team.
- Assist with the process of securing table/ticket sales and any required sponsorship.
- Coordinate the process of securing suitable prizes required for each event.
- Manage budgets and expenses for all events.
- Propose new ideas to improve the event planning and implementation process.
- Meet with external suppliers to build good relationships and beneficial partnerships in event working

JOB DESCRIPTION & PERSON SPECIFICATION

EVENTS CO-ORDINATOR

- Run a wide range of events, ensuring the target audience is engaged and the message of the event is marketed properly.
- Achieve and, wherever possible, exceed sales and KPI targets.
- Adhere to Clan's HR policies and procedures as outlined in company handbook to ensure statutory requirements are met and maintained.
- Ensure Donorflex is kept up to date at all times (including but not limited to: new records, communications, organised events, consent & preferences, etc).
- Adhere to policies and procedures in respect of Health & Safety and security.
- Ensure weekly reports are completed on a timely basis.
- Represent Clan appropriately at all times, promoting our services and wider income generating activity where appropriate.
- Any other ad hoc duties

This list is not exhaustive and other duties will be required to be undertaken from time to time to ensure the effective delivery of responsibilities associated with the post.

PERSON SPECIFICATION
E-COMMERCE & RETAIL COORDINATOR

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---------------------------------------|--|--|
| Experience | <p>Event Planning and Event Management.</p> <p>Excellent working knowledge of Microsoft Office (including Excel, Word, Outlook, Publisher).</p> | Budget Management. |
| Special aptitudes or abilities | <p>Excellent communication skills both written and verbal.</p> <p>Pays close attention to detail and accuracy.</p> <p>Strong numerical and analytical skills.</p> <p>Ability to work well under pressure and meet deadlines</p> <p>Well organised and structured in approach to carry out duties, with ability to prioritise workload effectively.</p> | <p>Creativity.</p> <p>Energy and enthusiasm.</p> <p>Good customer service understanding.</p> |
| Physical requirements | Ability to lift and move items safely, in line with manual handling instruction/training | |
| Requirements of the post | <p>Full clean driving licence.</p> <p>Understand and represent the charity's values.</p> <p>Professional, enthusiastic, self-confident and self-motivated.</p> <p>Shows ambition to drive through initiatives and change to achieve targets.</p> <p>Willing to adapt and take on new challenges and driven to continually improve.</p> <p>Demonstrates an ability to plan ahead to achieve goals.</p> <p>Able to handle multiple demands and competing priorities successfully.</p> <p>Ability to drive sales and motivate colleagues.</p> <p>Flexible working attitude, accommodating events which occur at evenings or weekends.</p> <p>Adhering to all of Clan's policies and procedures.</p> <p>Adhering to the Code of Fundraising Practice.</p> <p>Successfully complete the in-house Listening and Support Training Course.</p> | Knowledge of a fundraising database |



PERSON SPECIFICATION
E-COMMERCE & RETAIL COORDINATOR

| Line Manager | Employee |
|---------------------|-----------------|
| Name: | Name: |
| Signature: | Signature: |
| Date: | Date: |