

## Events and Development Coordinator

<b>Hours of work:</b>	17 hours per week
<b>Salary:</b>	£18,000 (pro rata)
<b>Accountable to:</b>	Director
<b>Place of Work:</b>	The Beacon Centre, BS5 9JH
<b>Type of Contract:</b>	2 years fixed term

### Post Objectives

The Events and Development Coordinator will represent Integrate UK positively to external organisations by ensuring that we provide high quality dissemination events across the country. They will ensure all dissemination and safeguarding events are well organised and delivered to a high standard.

### Job description

- Manage the timetable of all dissemination events, making arrangements with professionals holding the events, negotiating travel expenses and ensuring that appropriate Outreach Workers/trainers attend the events.
- To ensure that sufficient mentors are available to cover all dissemination events
- To ensure feedback forms from Outreach Workers are received and used to provide an analysis of the service provided
- To collect information about numbers and types of beneficiaries, geographical locations and which organisational sector for example, police, schools, universities, medical professionals and ensure up to date data is available when requested by the Director or Office Manager
- To provide a brief report of the above for quarterly Board meetings
- To contribute to the geographical expansion of the dissemination work of Integrate UK.
- Assisting in organising and attending conferences and events as directed by the Director
- Work in partnership with other organisations that will help and the impact of our work
- To ensure that customers receive a high level of service from the point of initial enquiry to delivery of dissemination.
- To perform any other duties requested by the Director that are commensurate with the grade of this post.

This role involves working with young people and is subject to a successful Enhanced Level DBS check and references. We are committed to Safeguarding and expect all staff to support this in their work. Whoever holds this post will be expected to complete training in all our resources and to assist in training new Outreach Workers.

Integrate UK is a growing organisation and the hours for the post may increase at short notice depending on donor funding. The initial working hours will be 17 hours per week but may increase in the future.

# Person Specification

## Essential

## Desirable

### Skills

- Excellent organisational skills
- Excellent communications skills, both written and oral
- Excellent IT skills, including MS Office.
- Ability to work on own initiative and unsupervised
- Ability to work under pressure and react to last minute changes.
- Ability to network to develop good contacts for the organisation

- Negotiating skills

### Knowledge

- Good understanding of Safeguarding issues
- Knowledge of the issues that Integrate UK addresses including FGM and other forms of VAWG
- Understanding of why confidentiality is essential

- Understanding of Data Protection and GDPR legislation

### Experience

- Experience of arranging events.
- Can evidence commitment to ongoing training/learning
- Working as a team
- Maintaining records/data, including organizing and storing online documents, files, invoices etc.

- Experience of delivering monitoring and evaluation including report writing.
- Experience in a public or customer facing role.
- Experience working/volunteering with children or young people.
- Experience of delivering Integrate UK's lesson plans

### Personal Attributes

- Punctual
- Reliable
- Efficient
- Calm in a crisis
- Attention to detail
- Willingness to learn

### Qualifications

- 5 GCSEs at level C or above or equivalent, including English and Maths
- Educated to A-level or equivalent Level 3 qualification at a pass level.