

JOB DESCRIPTION

Job title:

Events Coordinator

Reporting to:

Projects Manager

Salary Level:

Point 18

Type of position:

Full-time

Hours per week

40

General description:

To oversee, plan and deliver a range of workshops and events for the business. To ensure all workshops / events are planned and organised ensuring that the target audience are engaged, and the message of the workshops / events are marketed properly. To manage the whole process from the planning stage, right through to delivery and carrying out the session evaluation.

Key Result Areas:

1. Planning and overseeing high quality workshops / events
2. Maintaining our training catalogue to ensure descriptions are clear and allocating workshops accordingly
3. Ensuring workshops / events are marketed to target audience and workshops / events have good attendance
4. To provide clear communication to stakeholders and trainers regarding events
5. To gather feedback from workshops / events and evaluate accordingly

Major Duties:

1. To liaise with business development manager and projects manager to ascertain workshop / event requirements
2. Understand requirements for each workshop / event
3. Plan workshops / events with attention to financial and time constraints
4. Book venues, create online classroom links and schedule trainers
5. Provide trainers with all workshop / event information so that they can present and deliver effective sessions
6. To support in the marketing of workshops / events, creating Eventbrite links, copy for the website and marketing packs
7. Produce booking forms, collect and communicate with delegates / businesses, sending email confirmation, times, other relevant information
8. Oversee workshops / events and act quickly to resolve problems
9. Collect any relevant project paperwork for the workshop / event
10. Evaluate workshops / event's success and produce post-event evaluation to inform future workshops / events if applicable
11. Research opportunities for new workshops / events
12. Manage training catalogue to ensure all workshop data is up to date and can be marketed appropriately

13. To uphold the values and ethos of Cosmic
14. Other duties as required in line with the responsibilities of this post.

Employee

Reviewed by:

Title:

Date:

Employer

Approved by:

Title:

Date: