

## Role Description: Events Co-ordinator

**Responsible to:** Founder

Time commitment: To run an effective service, we generally need the Events Co-ordinator to volunteer a minimum of 1-3 hours per week. We operate flexible working.

### About the Role:

InspireUK - The Charity is currently recruiting for a reliable, friendly volunteer who has experience in managing events from start to finish. The ideal volunteer will be passionate about making a positive difference to people's lives in the UK. We are a friendly charity, and we really appreciate the value a volunteer can bring and the impact they can have on people's lives who suffer with mental health issues. This is a great opportunity for an experienced events coordinator! The role will involve you co-ordinating events which we run from researching and securing venues, to assisting on the day and delivering the event. You will get to see first-hand the difference your effort has made, and the positive outcomes created with your help.

### Responsibilities include:

- Responsible for the smooth running of our charity events from start to finish
- Being the first point of contact for events
- Organising and attending other charity mental health events to support our cause
- Maintaining relationships with regular clients to secure repeat business

### What are we looking for?

We are looking for someone who has a proven track record in delivering successful events (preferably in a charity sector).

- Experience in a similar role; managing and organising events
- Highly organised with the ability to multitask
- Excellent customer service skills: speaking with clients face to face and over the phone
- A problem solver
- Able to work well under pressure
- A meticulous attention to detail
- Team player

### The benefits to you:

- Opportunity to develop communications & engagement skills
- The satisfaction of knowing you will be making a difference to real people's lives
- Resources, training in safeguarding prevention, mental health, and ongoing support

Please apply by sending your CV to [info@inspireuk.co](mailto:info@inspireuk.co) or [leilahobart@inspireuk.co](mailto:leilahobart@inspireuk.co)