

Post Retirement Opportunities Events Co-ordinator

RESPONSIBLE TO: Fundraising Manager

PLACE OF WORK: The Park Centre, Daventry Road, Knowle, Bristol BS4 1DQ

JOB PURPOSE: To provide events coordination and administrative support to ensure the smooth running of the Post Retirement Opportunities Events project. This includes:

- Events coordination and administrative support for the project
- Overseeing the delivery of the project, tracking and supporting evaluation
- Acting as the main point of contact for the project for both internal and external stakeholders
- Signposting and referring to other organisations as required

HOURS: 22.5 hours per week

SALARY: £14,038 (FTE £23,398)

Tasks and responsibilities:

1. Organise, publicise and run pre-retirement events and activities.
2. Attend the events and activities to represent LinkAge and ensure everything runs smoothly.
3. Act as the main point of contact within LinkAge for people and businesses who are interested in participating in the project, providing information and signposting them to appropriate events as necessary.
4. Liaise with local businesses to establish positive relationships and secure interest in and support for events and activities.
5. Establish links and build relationships with local community organisations and encourage their involvement in the project.
6. Gain an awareness and understanding of local volunteering and other opportunities available for people approaching retirement.
7. Support report and newsletter preparation, maintain databases and spreadsheets, and keep statistical and financial information as required.

8. Work in partnership with other organisations as required to successfully deliver certain aspects of the project.
9. Provide professional and friendly customer care, dealing with enquiries and bookings from service users, members of the public, businesses, staff and other service providers.
10. Regularly update the LinkAge website and other websites with forthcoming events, activities and information.
11. Assist with the design, production and distribution of posters and flyers
12. Collect data to monitor progress and evaluate the impact of the project
13. Complete other tasks and duties from time to time, as required.
14. Work within the standards, policies and procedures of LinkAge.

General

- Duties must be carried out in compliance with LinkAge's Equality and Diversity Policy.
- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction, including spent convictions, must be made known at the time of the application.
- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for service users, visitors and employees.

PERSON SPECIFICATION

EDUCATIONAL/PROFESSIONAL QUALIFICATION		Essential	Desirable
1.	GCSE or Certificate in a relevant subject		✓
CAREER EXPERIENCE			
2.	Involvement in organising events	✓	
3.	Financial record keeping	✓	
4.	Providing project support	✓	
5.	Relationship building between organisations and services	✓	
6.	Working with volunteers		✓
KNOWLEDGE OF			
7.	What makes a successful event	✓	
8.	Issues that affect older people/ those approaching retirement		✓
9.	The community and voluntary sectors		✓
10.	Equal opportunities and anti-discriminatory practice	✓	
11.	Volunteering		✓
SKILLS / APTITUDES			
12.	Confident with good communication skills	✓	
13.	Ability to empathise with older people and the issues they face	✓	
14.	Organised, structured approach to tasks	✓	
15.	Effective relationship building skills and a good networker	✓	
16.	Competent user of MS Office applications	✓	
OTHER			
17.	Able to travel efficiently throughout Bristol	✓	

