

Job Description

Events Assistant

Hours of work: 16 hours per week (flexible in how worked)

Type of contract: Permanent

Based at: The Lodge, Littlemore with travel to other sites as required. Hybrid working available.

Croner rank: 7

Job Purpose

To support the Events Manager to run a series of flagship events that raise money for Berks, Bucks & Oxon Wildlife Trust (BBOWT) and increase the recognition of what we do and why our work is vital. The Events Assistant will also co-work with other teams within the organisation to help deliver their events programmes.

Reporting Line

The post holder reports to the Events Manager

Line Management

None

Key Responsibilities

- Support the Events Manager to coordinate an innovative and inspiring events programme (both in person and on-line)
- Support other teams in the delivery of specific events. This includes launch events for new activities or campaigns
- Event delivery, including ensuring all materials and equipment needed for events are transported and set up
- Keeping events programme up to date on appropriate digital platforms
- Monitoring and responding to customer queries via email and telephone
- Keeping updated with evolving event technology as required
- Ensuring that all health and safety obligations are met in all aspects of the role
- Engendering a culture of membership recruitment within the team
- Any other duties as delegated by the Chief Executive or management line

Person Specification

- Good organisational skills
- Excellent customer service skills and able to communicate effectively with different teams
- Self-motivated with the ability to work to deadlines and targets
- Ability and willingness to work flexibly as required
- Able to set up the equipment needed for events. This can include, and is not limited to setting up gazebos, carrying and transporting items, arranging chairs, PA systems. This is likely to comprise 5-10% of the role.
- Competent in use of MS Office functions such as Word and Outlook and Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence

Measurements Of Success

- Events are run to a consistently high standard
- High levels of customer satisfaction with our events programme
- Level of supervision needed in managing the organisation's events
- Active participation in training and development