

<b>Designation:</b>	<b>CCC Events Coordinator</b>
<b>Grade:</b>	<b>Stroud 3</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>Leading and co-ordinating events</b>
<b>Responsible to:</b>	<b>Community Engagement Manager</b>
<b>Responsible for:</b>	<b>No Supervisory Responsibility</b>

## KEY DUTIES

The CCC Events Coordinator will be responsible for co-ordinating project events along the canal corridor from Brimscombe to Saul. These events will range from CCC led events such as webinars, workshops, consultations and official openings; through to partner led events such as raft races, charity walks, canoeing, wildlife walks, fitness and wellbeing. The Events Coordinator will:

- Design, co-ordinate and deliver a series of high-profile project events which will connect people, communities and organisations with the Cotswold Canal, surrounding wildlife and local heritage.
- Work with charities, community groups, local councils and other organisations providing choice and opportunity for all along the canal corridor.
- Build strong relationships with all organisations and develop an Events Forum for sharing of ideas and information
- Provide practical support and advice; ensuring that events are truly diverse and inclusive
- Manage the commissioning of external practitioners and facilitate their involvement in the project.
- Work in close collaboration with the Skills & Learning Officer on Educational Events and activities.
- Develop best practice procedures, policies and processes for Event Management working and establish a process for continuous review and improvement
- Establish Health & Safety guidelines and processes
- Plan the promotion of events and social media campaigns working with the Digital Marketing Executive
- Monitor and evaluate the effectiveness of events against the criteria set by the M&E Officer, providing written reports and photographic / video evidence

## SKILLS AND KNOWLEDGE

- Practical experience of event management

- Experience of community engagement, inclusive approaches to working with communities and designing events which allow for maximum inclusion and diverse participation
- Competing in managing budgets and basic accounts using excel
- Excellent presentation and communication skills, including the use of social media.
- Good interpersonal skills including diplomacy, listening & problem-solving skills.
- Good IT skills including the use of word processing and spreadsheets.
- High standards of reporting and presentation skills.
- Ability to work well under pressure with a methodical and structured approach
- Ability to understand and implement organisational policies.

## COMPLEXITY AND CREATIVITY

- Creativity and innovation is essential to this role in order to deal with conflicting priorities and organise a wide range of activities in a timely manner as well as being able to answer queries as they arise.
- Requires strong analytical skills and the ability to present complex data in a clear way

## JUDGEMENT AND DECISIONS

Must be able to represent different organisations in a fair and consistent way

## CONTACTS

- CCC Project Director and Executive Team
- CCC Community Engagement Team
- Charities and community organisations across the Stroud Valleys

## RESOURCES

Little or no responsibility for physical or financial resources

## TRAVEL DESIGNATION

HMRC rates will apply

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends

- Flexible work location including home, Ebley Mill and Bell House (Stroud)
- Must be able to attend events and activities along the canal (from Brimscombe Port to Saul Junction)

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*