

Women's Equality Party Job Advert

Role: Events Coordinator

Salary Range: £25,000 - £30,000 p.a. commensurate with experience

Location: Women's Equality Party Central Office, London

Duration: This is a full-time, continuous post with a six-month probation period.

The Women's Equality Party is recruiting an Events Coordinator to expand the party's reach and influence and push women's equality to the top of the political agenda. We want to get everyone talking and thinking about equality and we need someone with the creativity and drive to make that happen. This is an exciting opportunity to work with the Women's Equality Party to plan and deliver a programme of events that will raise funds for the party and support membership growth, as well as engagement with our ideas and policies.

The postholder will be responsible for planning, organising and delivering a wide range of events across the UK (and frequently outside London), from local recruitment drives and activist bootcamps, to comedy fundraisers and policy roadshows. The postholder will also be responsible for overseeing the party's biennial national conference, which attracts up to a thousand delegates and one hundred speakers, and includes a range of workshops and a busy marketplace.

Ideally, you will have made a solid start in an event management role and have a strong track record on programming, fundraising, marketing and event logistics across small and large-scale events for diverse audiences. Within this, you will be able to show experience of budget and contract management, marketing and ticket sales, programming and VIP management, and volunteer training and management. You will also be able to demonstrate experience of reaching sales or sponsorship targets.

To apply for this role, please submit to us:

- **an up-to-date CV,**
- **a statement of interest addressing the requirements of the person specification,**
- **an equal opportunities monitoring form (optional)**

Please email applications to apply@womensequality.org.uk by no later than midnight on 4th December 2018.

The Women's Equality Party values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. In relation to this post we particularly welcome applications from BAME candidates as these communities are under-represented within WEP at this level.



Women's Equality Party

Job Description

Job title: Events Coordinator

Responsible to: Chief Operating Officer

Location: Women's Equality Party Central Office, London (please note that we will be moving offices in 2019 but will remain within Zone 2)

Key purpose: to plan and deliver a programme of events that will raise funds for the party and support membership growth and engagement.

The role

- Identify opportunities to host events that will generate income and/or promote the wider aims of the party
- Plan and deliver several fundraising events each year to raise upwards of £35k in year one and a minimum of £50k per year thereafter
- Organise events to stimulate membership growth and engagement with the party's goals and policies
- Work with central office staff and party officers to plan and deliver these events

Key Areas of responsibility

1. Work with other relevant staff to plan, organise and administer a programme of local and national events that will generate income for the party and/or stimulate membership growth and engagement, including:
 - Identify the need and opportunity for the event
 - Establish project plans and identify costs and timescales
 - Source and manage venues and suppliers
 - Generate sponsorship, donations and nominal contributions
 - Secure and manage content ie speakers, presentations, entertainment etc
2. Work with the Communications Team to promote and market events appropriately, targeting a relevant and diverse audience. Work with the finance team to set up ticketing and financial processes.
3. Undertake detailed planning, monitoring and management of the budgets for events, and identify positive corrective action where necessary.
4. Ensure all events are within the operational framework of the party, and that financial, budgetary and quality controls are met.
5. Produce event timelines and objectives to effectively manage the organisation and delivery of each event, and monitor progress.

6. Liaise with potential speakers, contributors and event sponsors to ensure they are properly briefed and supported.
7. Where appropriate, work with the Head of Development and other staff to identify and approach potential partners for events, and work to promote interest and stimulate support.
8. Take an active part in team meetings, strategic planning and other collaborative processes to ensure that events meet the organisation's wider strategic aims.
9. Agree and meet fundraising targets through the delivery of events.
10. Work with minimal supervision, using own initiative and ensuring that deadlines are met.

Person Specification

- At least 2 years experience working in events, with progressive responsibilities.
- Experience in managing an event from start to finish, including budget management.
- Experience of producing and presenting compelling and targeted briefs.
- Significant and proven record of gaining finance/funding from a variety of sources.
- A creative mind with the ability to generate innovative ideas and approaches.
- A strong communicator, able to command respect at many levels, network and communicate the vision of the Women's Equality Party to a wide variety of stakeholders.
- Commitment to equal opportunities and sympathetic to the aims and values of the Women's Equality Party.
- Self-motivating; able to prioritise workload and manage multiple projects to meet deadlines; capacity to recalibrate at short notice
- Willingness to undertake training and to develop new skills in response to the organisation's changing needs
- Team worker, able to delegate and take control, as well as listen to and value others' contributions.
- Self-motivating; able to prioritise workload and manage multiple projects to meet deadlines; capacity to recalibrate at short notice.
- Politically plugged in; passionate about making change; driven and persistent.

Timeframe

The deadline for submission of your application is midnight on 4th December 2018. Interviews will be held the week commencing 10th December.

**Terms****Gross Salary**

£25,000 - £30,000 p.a. dependent on experience, paid in arrears on 25th of each month or on the first working day thereafter.

Starting Date

January 2019.

Type of employment

The position offered is a full time continuous post. The normal working hours of this post will be 37.5 per week, at times to be agreed with the Chief of Staff, but key to this role is flexibility as political and campaigning priorities can change; working hours will of necessity be varied and flexible.

This post may be suitable for those wishing to work on a job share basis. If you would like to apply on this basis please state so on your statement of interest.

The post is based in our London offices though post holders may be expected to travel within the UK and must be in a position to stay overnight away from home if necessary. Flexible home-working time can be arranged in agreement with the Chief of Staff and may be necessary on some occasions.

The nature of this post means that there will be a need at times for the post holder to be available at particular locations including but not limited to the offices of the party.

All candidates must be eligible to work in the UK.

Please note that unfortunately our current offices are not wheelchair accessible.