



## JOB DESCRIPTION

<b>Job Title:</b>	Events Programme Coordinator
<b>Location:</b>	Flexible remote working and at Winterbourne Medieval Barn, Church Lane, Winterbourne, BS36 1SE
<b>Hours:</b>	An average of 15 hours per week – to be worked flexibly over 3 days a week. The role will require some evening and weekend work, including on Public Holidays, as determined by the needs of the business.
<b>Salary:</b>	£18 500 Pro Rata (£7 400 per annum)
<b>Reporting to:</b>	Business & Development Manager

### Purpose of the role

To support the Business & Development Manager in the day-to-day running of WMBT, focusing on the delivery of the activity programme at the barn.

### Main Duties & Responsibilities

#### Activity Programme

- Assist the Events Committee and Business & Development Manager in developing the annual events and workshop programme.
- Work closely with the Business & Development Manager to manage the Trust calendar
- Support delivery of Trust Events by identifying, booking and contracting speakers, performers, workshop facilitators, and Event Manager(s)
- Liaise with workshop leaders, performers, speakers etc. to confirm requirements for events (Eg. tech, set up, fee, booking arrangements)
- Collate and hand over detailed event delivery information to Event Manager(s)
- Complete risk assessments for events
- Prepare events for sale, collating imagery and copy, and writing copy where necessary. Upload events to WMBT website, social media pages, and ticketing platform, liaising with and supported by the volunteer team.
- Send pre-event information emails to booked attendees, and send post-event feedback request emails.
- Keep detailed management information for the activity programme, including numbers of attendees and participants, customer feedback, income and expenditure (liaising with the book-keeper as needed).
- Ensure that tenants are kept informed of activities at the barn and invited to participate in activities where appropriate. Communicating activities that will affect parking & site usage for tenants in a timely manner.
- Working with Barn Force, ensure that Barn facilities and grounds are clean and tidy for events.

#### Venue Hire

- Be familiar with the private hire offer and from time-to-time assist the Business & Development Manager in promoting venue hire opportunities at WMB.

#### Volunteer Liaison

- Ensure that events are appropriately staffed by emailing volunteers detailing opportunities.
- Publicising volunteer opportunities including uploading volunteering opportunities to TimeCounts
- Be first point of contact for events

#### General

- Support the team in managing and maintaining the property and facilities of WMBT.
- Promote a helpful and professional image to visitors to WMB and give full co-operation to any visitor, client or colleague requiring assistance with a prompt, caring, welcoming and helpful attitude.
- Maintain effective communication with the volunteers at WMBT by attending relevant volunteer meetings.
- Undertake training required for this position.
- Attend management meetings as required and liaise with the Business & Development Manager on the ongoing development and implementation of the business plan.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the site.
- Carry out other duties from time to time, as specified.

#### Finance

- Work with the Chair of Events Committee to set event budgets including costs, ticket pricing, and breakeven ticket sale numbers.
- Report on the profitability of events.
- Collate invoices from event providers and prepare them for payment in accordance with WMBT financial procedures.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	GCSE or equivalent level qualifications in Maths & English Grade 5 (C) or above	
<b>Experience &amp; Knowledge</b>	Some experience in planning and delivering events.	<p>Experience working with volunteers or a 3<sup>rd</sup> sector organisation.</p> <p>Experience using CRM software such as MailChimp</p> <p>Experience in sales and marketing</p> <p>Experience in the heritage / visitor attraction / tourism / hospitality sector.</p>
<b>Skills &amp; Abilities</b>	<p>High level of written and verbal communications skills when communicating with people of all ages and backgrounds, including accurate use of English and the ability to proof materials for sense and accuracy.</p> <p>Working knowledge of spreadsheets, databases, email and word processing software. To include using and updating websites and social media.</p> <p>Excellent attention to detail</p>	
<b>Attitudes &amp; Motivation</b>	<p>Good team worker but also able to work well independently and use own initiative.</p> <p>Efficient and calm when working under pressure.</p> <p>Interest in and empathy with the values of WMBT and a genuine passion for making history and heritage accessible to people of all ages and backgrounds.</p>	
<b>Other Factors</b>	Willingness to work a variable schedule, including weekends and evenings when needed.	Access to car and full UK Driving Licence