



Role: Events Coordinator

We're looking for a motivated, self-starter to plan, manage, promote and grow Turtle Dove's events. This is a key role and a fantastic opportunity to be truly creative to grow and build one of Turtle Dove Cambridge's core services. We're a small team and working hard to engage, empower and build confidence in young women aged 14-24 who are or are at risk of being NEET.

This is a part-time role, 20 hours per week, £25,000 - £27,000 FTE, depending on experience.

Responsibilities:

- Handle all event administration:
 - customer enquiries and bookings, providing quotes and event paperwork
 - arrange logistics, order catering, maintain stock levels and records
 - gather catering "in-kind donations" for charitable events
 - liaise with venues re terms of hire, timings etc
 - invoice following event in line with T&Cs
 - conduct risk assessments on venues and activities
 - ensure work schedules follow all legal requirements such as breaks, length of shifts and timings according to age
 - keep accurate and up-to-date records of all events, including attendance and time credits to be allocated to volunteers
- Communication to stakeholders
 - provide clear and empathetic direction to event staff, volunteers and young women, in good time prior to events, and provide clarity and respond to needs on the day
 - ensure Turtle Dove team are aligned on nature and requirements of all events
 - provide detailed planning and delegation to event staff to enable them to confidently lead events in case of your absence
 - provide data needed for quarterly reporting for the board
- Continuous service / event improvement
 - gather, analyse and action feedback from young women, volunteers, staff and customers
 - work with existing partner organisations, if appropriate, to identify new event opportunities
 - identify and develop relationships with new partner organisations
- Marketing
 - Create awareness of, and document our events, via social media
 - ensure Turtle Dove marketing materials are at events to promote future bookings, as appropriate
- Together with the Young Women's Development Worker pilot, plan and deliver a young women's network event(s) to support further employment opportunities



- Plan and deliver an “AGP” Annual General Party for Turtle Dove’s key stakeholders

You will carry out all of the above activities in accordance with our company values of being:

1. Supportive: we support each other in fulfilling our mission
2. Tenacious: we constantly strive to do the right thing, even if it’s difficult
3. Celebratory: we celebrate other people’s successes
4. Enabling: we provide the launch pad to enable people to work independently

We would love to hear from you if you:

- Have experience in delivering successful events in line with agreed budgets, targets and plans
- experience of working with young people, including at-risk groups
- Are able to build relationships
- Are an excellent team player
- Are able to communicate effectively and appropriately in a variety of situations
- Have fantastic organisation, and interpersonal skills
- Are able to work autonomously

Please note: this post is restricted to women applicants only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.

**For more information and to apply, email your CV and motivation letter to:
hello@turtledovecambridge.com**

Deadline: Friday 29 March 2024