Volunteer Events Coordinator Officer Job Description

Reports to: Director

Role Summary
With a wide range of events having been developed over the past eight years, the volunteer events coordinator will play a leading role in our key season festivals as well as in the organisation and management of the Tottenham Ten (10km running event) held every June.

Desirable Skills and Experience
• Experience of working in events management with excellent planning and time management skills
• Organisational and administrative skills.

Personal Qualities
• Integrity and a commitment to acting in the best interests of the charity.
• Ability to work effectively as part of a team.
• Ability to maintain confidentiality.
• Good communication and interpersonal skills.

Time Commitment
The volunteer events officer is expected to spend a minimum of three hours per week at The Engine Room (N17 9FU) but this could be more in the lead up to key events.

Training
In house training will be provided for the volunteer in events management and in using the event platforms such as Eventbrite and LetsDoThis.

Expenses
Any expenses incurred in carrying out the duties of a volunteer may be reimbursed in accordance with the charity's expenses policy.

Equal Opportunities Statement
St Francis at The Engine Room is committed to promoting equality and diversity.

If you would like to discuss this role please call 07957 193922. To apply please send an email with a CV and covering letter explaining your reason for wanting to volunteer to

andrew.johnston@engineroom.org.uk