

Job Description



Job Title:

Events & Digital Content Coordinator

Location:

Reuse Centres (Buckley, Flint, Wrexham)

Responsible to:

Marketing Manager

Number of hours per week:

37.5 hours per will include some weekends and evenings.

Salary:

£21,660

Purpose of the job

To deliver a programme of workshops and events to support individuals and groups to repair and reuse products. The workshops will aim to improve people's skills and confidence to repair or upcycle items otherwise destined for landfill.

Engaging specialists and crafts people both on a paid and voluntary basis and overseeing the safe delivery of the workshops will be a key focus of the role alongside the ability to market the events via social media and the group website.

Summary of Main Responsibilities

- Enlist local artists and crafts people, and volunteers to deliver workshops.
- Support with the induction of volunteers as appropriate.
- Ensure that health & safety policies and procedures are adhered to and ensure that all people work safely at all times, including health & safety inductions to the site(s).
- Build a timetable of activities; trial activities and offer them regularly if they work to include on the day management of all activities.
- Build and maintain good relationships with all who attend and keep groups motivated.
- Hold periodic 'what's on' sessions for other Groundwork/Refurbs/Wild Ground projects to promote other opportunities available to visitors of the café/attendees of sessions.
- Build strong relationships with multiple community groups and organisations / services and support organisations across North East Wales as appropriate.
- Maintain good relationships in the community encouraging partners to support the project and the events to improve knowledge and skills.
- Establish pop-up repair and reuse events at various venues including equipment set-up and close-down, promoting the events and following policies and procedures including health and safety.

- Maintain and update the website and create content for our social media channels to assist in building the following and reach.
- Maintain and monitor bookings and liaise with customers about events.
- In conjunction with the marketing manager, organise relevant PR and media involvement as appropriate.
- Ensure data is managed in line with GDPR.
- Support with monitoring and evaluation of project outputs and outcomes.
- Keep a record of project spend.
- Support the writing of funding bids for sustainability, new ideas and new projects.
- Any other duties as required that are reasonably associated with the role.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of leading events/ activities. • Risk assessment training or experience of conducting risk assessments. • Competent in Microsoft packages, including Word, Excel and PowerPoint. • Experience in using social media tools – scheduling, posting, reporting and analytics. • Understanding of health & safety and its application in work practices, and implementation of health and safety best practice. 	<ul style="list-style-type: none"> • Educated to degree level in a related field i.e. Art & Design / Design Crafts / Craft & Materials / Textiles
People	<ul style="list-style-type: none"> • Experience of supervising and supporting volunteers and customers. • Diplomacy when dealing with people and projects. • Commitment to equal opportunities. • Excellent inter-personal skills. • Ability to motivate individuals and create a positive working environment. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to plan and prioritise workload effectively. • Excellent organisation skills. • Commitment to the aims and objectives of Refurbs. • Self-motivated. 	

Communication	<ul style="list-style-type: none"> • Ability to relate to and work with individuals at a variety of levels and in a range of organisations. • Ability to relate to all sectors of the community. • Empathy with individuals from a range of circumstances. • Confident and enthusiastic. • Excellent oral and written communication skills. • Empathy with the Welsh language and culture. 	<ul style="list-style-type: none"> • Ability to communicate in Welsh.
Resources	<ul style="list-style-type: none"> • Cash handling via petty cash and payment of Volunteers expenses. • Responsible for ordering own goods and services in accordance with the financial regulations. • Ability to keep accurate project records. 	
Confidentiality	<ul style="list-style-type: none"> • Ability to handle and retain confidential information. • Knowledge of data protection. 	
Other	<ul style="list-style-type: none"> • Full clean driving licence 	