

Job Title: Events Coordinator**Organisation:** Championing Social Care (CSC)**Location:** Home based**Position Type:** Full-time**About Us:**

Championing Social Care (CSC) is dedicated to shining a positive spotlight on the invaluable services and extraordinary people within the social care sector. We aim to enhance public awareness, dispel misconceptions, and foster a thriving community of champions and supporters.

Job Summary:

We are seeking a dynamic and detail-oriented Events Coordinator to join our team. The successful candidate will be responsible for planning, organising, and executing a variety of events that further CSC's mission and values. This role requires excellent organisational skills, creativity, and the ability to manage multiple projects simultaneously.

Key Responsibilities:

- **Event Planning and Management:** Coordinate all aspects of event planning and management, including but not limited to, venue selection, catering, logistics, and programming.
- **Marketing and Promotion:** Develop and implement marketing strategies to promote events, including social media campaigns, email marketing, and traditional media outreach.
- **Budget Management:** Prepare and manage event budgets, ensuring all events are delivered within financial constraints.
- **Stakeholder Engagement:** Liaise with sponsors, partners, and other stakeholders to ensure successful event outcomes.
- **Volunteer Coordination:** Recruit, train, and manage volunteers to support event activities.
- **Evaluation and Reporting:** Conduct post-event evaluations to assess outcomes and make recommendations for future improvements.

Qualifications:

- **Experience:** At least 2 years of experience in event planning and coordination, preferably in the nonprofit sector.
- **Skills:**
 - Strong project management skills with the ability to multitask and meet deadlines.
 - Excellent interpersonal and communication skills.
 - Proficient in Microsoft Office Suite and CRM software (Salesforce or similar).

- Creative and strategic thinker with a keen eye for detail.
- Ability to work independently and as part of a team.

Core Values:

- **Integrity:** Uphold the highest ethical standards in all activities.
- **Collaboration:** Foster a cooperative environment with team members and partners.
- **Empowerment:** Encourage and enable individuals to achieve their full potential.
- **Inclusivity:** Embrace diversity and promote equality.
- **Innovation:** Seek and implement creative solutions to enhance events.

Benefits:

- Competitive salary and benefits package
- Opportunities for professional development
- A supportive and collaborative work environment
- The chance to make a meaningful impact on the social care sector