

# Events Officer

## Job Description

**Reports to: Head of Fundraising and Marketing**

**Direct reports: None**

### The Role

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The events assistant role is part of PACT's fundraising and marketing team and will be responsible for events and publicity, primarily those related to recruiting and preparing families to adopt children in care through PACT. The events include PACT information events, family fun days for PACT families, training courses for adopters as well as attending external publicity events<sup>1</sup> primarily in Reading, Brighton and London.

This is an exciting role supporting a priority area for PACT, and therefore requires someone who is well organised and has good attention to detail. The post holder will be energetic and efficient, and have good communication and planning skills. They must also be able to work occasional evenings and weekends, be a team player and have a passion for the welfare of children and vulnerable people.

### Key Tasks

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	<b>Adoption Events</b>
<input type="checkbox"/>	Researching and booking venues for PACT information events
<input type="checkbox"/>	Researching and booking PACT stands at external publicity events
<input type="checkbox"/>	Coordinating up to three PACT family fun days each attended by PACT families (in London, Thames Valley, Brighton) including creating and fulfilling a project plan
<input type="checkbox"/>	Overseeing all preparations for events including making up of information packs, preparing risk assessments and arranging speakers and refreshments and communicating with attendees
<input type="checkbox"/>	Scheduling staff rotas for adoption staff to attend events and liaising with adoption team managers to resolve any gaps
<input type="checkbox"/>	Attend publicity events for set-up and break-down and ensure all events have sufficient equipment, refreshments and marketing materials
<input type="checkbox"/>	Overseeing the monitoring and evaluation of all events (attendee numbers, attendee feedback etc)
<input type="checkbox"/>	Monitor and track all expenditure, working to pre-agreed budgets

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<sup>1</sup> An external publicity event is an event organised by another organisation at which PACT pays for a stand to tell event attendees about PACT services.

	<b>Publicity and media</b>
<input type="checkbox"/>	Creating and maintaining a calendar of PACT events
<input type="checkbox"/>	Promoting all PACT events to PACT families local media, social media, online listings and ensuring they are listed on the PACT website

	<b>Supporting Training</b>
<input type="checkbox"/>	Coordinating training sessions for PACT adopters including booking venues, arranging speakers, refreshments and overseeing preparation of materials

	<b>Other Tasks</b>
<input type="checkbox"/>	To undertake any other duties deemed commensurate with this post as directed by the line manager
<input type="checkbox"/>	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work
<input type="checkbox"/>	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times

### Person specification

<b>Essential Attributes</b>	
<input type="checkbox"/>	Commitment to and enthusiasm for the aims of the organisation, ability to represent and be an advocate of PACT at events.
<input type="checkbox"/>	Experience of event organisation and planning
<input type="checkbox"/>	Flexible working hours (occasional evenings and weekends)
<input type="checkbox"/>	Good organisation skills with an ability to plan and prioritise, and manage a varied workload to deadlines
<input type="checkbox"/>	Good at monitoring expenditure and working with budgets
<input type="checkbox"/>	Good interpersonal skills – the ability to develop good working relationships with team members, as well as cross team working and external stakeholders
<input type="checkbox"/>	Good communication skills – written and verbal (public speaking) with high attention to detail
<input type="checkbox"/>	Competent in the use of Microsoft software packages (specifically Word, Excel and Publisher)
<input type="checkbox"/>	An understanding of the motivations to adopt
<input type="checkbox"/>	Commitment to promoting equal opportunities and diversity in the workplace
<input type="checkbox"/>	Full UK driver's license and access to own car

<b>Desirable Attributes</b>	
<input type="checkbox"/>	Experience of working in the voluntary sector
<input type="checkbox"/>	Experience of updating websites
<input type="checkbox"/>	Experience of working with the media
<input type="checkbox"/>	Experience of creating publicity materials such as posters, adverts and infographics