

Events and communications coordinator

JOB DESCRIPTION

Location: Exeter
Reports to: Communications manager
Salary range: £20,000-£27,000

Overall job purpose

The events and communications coordinator will be responsible for delivering Regen SW's programme of events and supporting the communications manager with day-to-day communications activities. The post holder will be a pivotal member of the operations team, which supports the delivery of all of Regen SW's core activities. The role will involve working closely with all members of the Regen SW team and will be key to ensuring that professional standards are maintained at all times.

Principal responsibilities

Events:

- develop and manage Regen SW's events – working with the relevant programme manager
- seek sponsors, exhibitors and partners for Regen SW's events, where relevant
- promote Regen SW's events to potential delegates – including developing suitable promotional material
- liaise with venues, speakers, exhibitors and delegates prior to, after, and at events
- maintain the event HQ database and produce event reports (such as delegates lists)
- collate information (such as delegates packs and displays) for events
- carry out timely post-event analysis of feedback and statistics for future planning, and record details in the 'information for quarterly reporting' spreadsheet and the database
- attend events, as required, to ensure the smooth running of receptions, 'badging', and monitoring. Also look after AV requirements, catering, and liaising with contractors
- ensure that events are run to meet Regen SW's 'green events' policy
- oversee temporary support staff activities for events, as necessary
- ensure meetings, both internal and external to the organisation, are well organised and that itineraries and travel arrangements are arranged
- find, update and communicate external sustainable-energy events using Regen SW's online events' calendar
- work to continually improve the quality and efficiency of event delivery within Regen SW

Communications:

- help to ensure that contractual arrangements for events and communications' activities are understood by all parties and executed effectively
- manage the company's large database and company directory, ensuring that data is inputted and updated correctly. Arrange for new data to be collated and added as required by the rest of the Regen SW team
- send out communications to relevant distribution lists
- proof-read communications as required
- actively seek out news stories relevant to Regen SW and provide press cuttings for the Regen SW team, and date/store and communicate this information appropriately

- assist in designing, writing and producing documents and communications for Regen SW, as necessary
- assist in updating the Regen SW website, as necessary
- ensure quarterly reporting figures are collated accurately
- provide a professional interface with board members, partners, visitors, and the public

General and team working:

- work cooperatively with other members of the Regen SW team to maximise the quality and effectiveness of the agency's output
- respond positively to challenges and tight deadlines
- undertake any other duties, appropriate to the post, as delegated

Events and communications coordinator

PERSON SPECIFICATION

Qualifications and general skills:

- educated to A2 level with good grades
- good knowledge of administrative processes and systems
- good typing & IT skills
- experience in setting up and managing databases
- excellent ability to plan and organise own and others' workload
- ability to maintain confidentiality and demonstrate discretion at all times

Events' organisation and communications skills:

- proven track record of organising and managing successful public events
- proven track record of marketing events to drive delegate numbers
- ability to promote sponsorship and exhibition opportunities
- strong proof reading skills
- excellent communications' skills, both written and verbal
- excellent negotiation and influencing skills

Team skills:

- a good team worker
- ability to work constructively and co-operatively with other team members

Personal qualities:

- creative problem-solving skills
- commitment to sustainable energy and developing 'greener' approaches to office work
- good interpersonal skills
- high degree of initiative and self-motivation
- flexible approach to work, with the ability to deal with a multitude of tasks simultaneously
- willingness to work occasional unsocial hours and to travel as required
- a good eye for detail
- high personal standards

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BENEFITS AND TERM

- fixed-term contract to end March 2011
- salary range £20,000 to £27,000
- 25 days' paid holiday a year plus public holidays

APPLICATION PROCESS

- apply by post or email via application form, giving evidence of how you meet each one of the requirements of the Person Specification.
- send your application to Chloë Uden, Regen SW, The Innovation Centre, Rennes Drive, Exeter EX4 4RN, or by email to admin@regensw.co.uk
- closing date for receipt of applications is midday, Monday 11 May, 2009
- short-listed candidates will be invited to interview in Exeter on Tuesday 19 May, 2009.

ABOUT REGEN SW

Regen SW is the sustainable energy agency for South West England.

Its mission is to speed up the transition to a low-carbon economy in South West England, by:

- unlocking sustainable-energy business opportunities
- accelerating the uptake of the region's renewable energy resources
- championing effective energy-demand-reduction initiatives in the region

Regen SW helps develop all aspects of the sustainable energy industry in the south west by giving independent advice to decision makers; acting as a sounding board for developers; supporting demonstrator projects across a range of technologies at both micro and utility scale; and stimulating an informed public debate about sustainable energy.

Regen SW is a not-for-profit company, with both its membership and its board of directors comprising representatives from the private, voluntary and public sectors. Core funding for Regen SW comes from the South West of England Regional Development Agency.

The Regen SW team is based in Exeter. Geographically it covers the seven counties areas of the south west of England: Cornwall, Devon, Dorset, Former Avon, Gloucestershire, Somerset, and Wiltshire.

APPLICATION FOR EMPLOYMENT

POST DETAILS

Post Title: **Events and Communications Coordinator**

Where did you see this post advertised?

PERSONAL DETAILS

Surname [CAPITALS]	
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Other Names:

Preferred title:

Address:

Postcode:

Telephone – Home

Telephone – Daytime:

Email address:

Date of Birth:

Nationality:

Do you have a disability* Yes / No

(*Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).

WORK PERMIT

Do you require a work permit to work in the UK? Yes / No

EDUCATION

School/College/University attended (please state if full or part-time)	From	To	Qualifications awarded (please state subject and grade or class and division)

CURRENT OR MOST RECENT EMPLOYER

Name & address of employer:

Post title:

Period of appointment – From: To:

Salary:

Length of notice you are required to give:

Brief description of duties and responsibilities:

PREVIOUS EMPLOYMENT

Name of Employer (please start with the most recent)	Post Held	Period of Employment	
		From	To

MEMBERSHIP OF PROFESSIONAL BODIES

SPECIAL FACILITIES

Please give details of any equipment you may have/require to enable you to carry out the post or access you may require to attend interview (if applicable) in accordance with the Disability Discrimination Act".

ADDITIONAL INFORMATION

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match Regen SW's requirements for this appointment as outlined in the job description and person specification.

REFEREES

Please give the names and addresses of two referees who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer.

Please note that Regen SW normally contacts referees for shortlisted candidates after interview.

(1) Name: _____ Position held/capacity known: _____
Address: _____ Email address: _____
Telephone: _____
Postcode: _____
May we contact the referee prior to interview? Yes / No

(2) Name: _____ Position held/capacity known: _____
Address: _____ Email address: _____
Telephone: _____
Postcode: _____
May we contact the referee prior to interview? Yes / No

(3) Name: _____ Position held/capacity known: _____
Address: _____ Email address: _____
Telephone: _____
Postcode: _____
May we contact the referee prior to interview? Yes / No

DECLARATION

Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed: _____

Date: _____

DATA PROTECTION ACT 1998

The information contained within your application is being requested to enable Regen SW to make employment decisions and meet statutory obligations. Any information provided to Regen SW in this context will be treated confidentially and used only by manager(s), personnel, superannuation and payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.

Please:

- Ensure that you have completed all sections of this form;
- Regen SW will contact you shortly after the deadline for applications to let you know if you have been shortlisted or not.