



PLANT YNG NGHYMRU
CHILDREN IN WALES

EVENTS OFFICER

Application Pack

childreninwales.org.uk

Introduction

Job Title: Events Officer

Reports To: Communications and Membership Manager

Location: Cardiff – agile working from home or in the office with monthly face to face meetings in Cardiff as a minimum.

Hours of Work: 28 hours per week

The enclosed set of information is designed to give you a fuller picture of what the post involves and information about Children in Wales.

The job description is designed to summarise clearly the scope and responsibilities of the post and should be read thoroughly. The purpose of the person specification is to state, as precisely as possible, the minimum skills, experience and knowledge applicants must have to meet the requirements of the post. **It is essential that you read this carefully and address your application to the criteria contained in the person specification.** Failure to do so will considerably reduce your chances of being selected for interview.

The deadline for applications is 9AM on Monday 15th April 2024

Interviews will take place on Monday 22nd April 2024

We are committed to providing services which embrace diversity and which promote equality of opportunity. This is underpinned by the Equality Act 2010 and will be adhered to at each stage of the recruitment process.

We are committed to being an anti-racist organisation and increasing diversity by removing barriers and supporting all our staff to reach their potential. We are committed to recruiting Black, Asian and Minority Ethnic people and disabled people who are currently under-represented in Children in Wales.

We welcome applications from everyone regardless of age, marriage and civil partnership (both same sex and opposite sex), impairment or health condition, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.

Our recruitment panel will short-list for interview. They will not be provided with your contact details or any equal opportunities information. The information provided by unsuccessful applicants will be securely retained for a period of 1 year and then confidentially destroyed.

In the interests of economy we can only acknowledge receipt of your application by email.

If successful in progressing to interview, you will be notified via the email address provided to us.



Further Information

Contract: Permanent

Hours of Work: 28 hours per week

Salary Scale: £33,864 per annum pro rata

Annual Leave: 25 days per annum pro rata

Method of Pay: Salaries are paid directly into staff member's nominated bank account on the 15th of each month

Pension: Children in Wales' employees are automatically enrolled to the Workplace Pension Scheme, but you may choose to opt out.

Place of work: Agile working from home or in our Cardiff office

Events Officer Job Description

Background to the Role:

This role is to develop, manage and implement an events calendar for Children in Wales, which delivers engaging events for our members, as well as supporting the delivery of events for our young volunteers.

You will work within the Communications and Membership Team and work closely with colleagues across the organisation, including our Young Wales and Training departments to coordinate and organise a variety of events.

You will help us to develop a series of new events to bring our members together, as well as overseeing the delivery of existing core events such as the Young Wales Annual Festival and our AGM. There will also be a role in scheduled events such as in-person and online training, and supporting the development of a presence at national events that link to our strategic objectives and mission.

You will work closely with colleagues across the organisation, as well as with external suppliers and partners, providing administrative assistance and taking specific responsibility for the smooth running and successful delivery of our events.

This role requires the ability to manage budgets, logistics and arrangements to ensure the smooth and professional execution of the events programme throughout the year. The ability to be flexible around events, to be present at them and to be available immediately following the events for any post-event activity (e.g. debriefing, liaison with the venue about collection of goods), is crucial and we operate a time-off-in-lieu system to enable any overtime to be claimed back at a later date.

Main duties and responsibilities

- Develop and maintain a calendar of events for Children in Wales members that engages current members and helps attract new ones (with the Communications and Membership Manager and input from the Senior Leadership Team). These to include the delivery of existing events such as our Policy Council meetings (when run in-person), alongside the establishment of a series of new, member-focussed events (seminars, conferences, networking events).
- Oversee the delivery of our Annual Young Wales Festival, a key opportunity for young people to have their voice heard by Ministers and a fundamental element of the aforementioned events calendar.
- Lead on the delivery of events for the organisation as the principle point of contact for queries for both external and internal stakeholders.
- To negotiate partnerships and/or sponsorship for events, with external parties, working in collaboration with internal colleagues.

- Oversee staff resourcing at events and during the lead-up (ensuring colleagues know their roles and are appropriately briefed) and ensure that there is effective internal communications to staff, Managers and the Senior Leadership Team.
- Project manage individual events from concept to completion, including development, production and delivery. This includes, but not limited to: agenda (with input from appropriate colleagues), venue search and negotiation, speakers/entertainment sourcing (with input from appropriate colleagues), branding & design, event logistics, overseeing registration & delegate services, and ensuring that invitations are sent and RSVPs recorded.
- Deliver events on time and within budget.
- Collate regular Event Reports to include attendee numbers, feedback and performance against KPIs and budget, and considerations for improvement for the future.
- Working with the Communications and Membership Manager, produce compelling marketing and engagement content that promotes, engages and supports members with the aim to improve event registrations.
- Create and manage a record of venues, caterers and providers and develop relationships with venue managers to enable smooth planning of events.
- Market events directly to members and on social media channels ensuring collateral is prepared and delivered on time, accurately and in line with Children in Wales' brand specification.

Other

- Monitoring and maintaining an events inbox and answering any queries;
- Responding to external information requests;
- Working according to all organisational policies and procedures;
- Updating and maintaining internal procedural documentation;
- Assist the Communications and Membership Manager with any ad hoc duties and projects
- To participate fully in the activities of the organisation, and undertake any other tasks requested by the relevant manager

This list is not exhaustive as there may be other duties and responsibilities, which Children in Wales may require the post-holder to perform from time to time in contributing to the delivery of its activities.

Person Specification

General

The role of Events Officer is an exciting opportunity for an enthusiastic and highly organised individual to help raise the profile of Children in Wales and children's rights and make an impact on children and associated sectors in Wales. Your contribution to the wider work of Children in Wales, will ensure that children's rights are promoted and upheld in Wales, and that young people are given meaningful opportunities to have a say on issues which are important to them.

The post holder will be working across the organisation, supporting teams to deliver a calendar of events in a smooth and professional manner throughout the year. You will be an excellent communicator and a natural team player.

Your contribution to the wider work of Children in Wales, will ensure that children's rights are promoted and upheld in Wales, and that young people are given meaningful opportunities to have a say on issues which are important to them.

The post holder will be required to travel to events and meetings across Wales.

Key Requirements – Essential

Education and Experience:

- Experienced event organiser
 - Excellent project and time management skills and ability to manage multiple projects
- Experience of working collaboratively with others
- Experience of facilitating engaging events for young people
- Knowledge of key components in project management and event planning
- Attention to detail and accuracy in systems use, data management and documentation.

Abilities, skills and aptitudes

- Able to manage databases/digital systems to oversee event planning
- Able to produce clear, concise and informative event plans, reports and briefings
- Excellent interpersonal and communications skills
- Able to work within a team and across several teams
- Able to implement work programmes to high standards and work to deadlines
- Able to represent Children in Wales within appropriate forums
- A working knowledge of event logistics such as AV/Staging, exhibition, floor-plans, health & safety, security liaison, ensuring that IT & internet

Key Requirements – Desirable

Education and Experience

- Experience of organising and delivering events for diverse audiences, including professionals and young people
- Experience in producing a range of written and digital materials, including event agendas, briefings and promotional materials
- The ability to communicate in Welsh.
- Proficient in the use of design software such as Canva or InDesign

Background Information

Children in Wales – Plant yng Nghymru is the national representative membership organisation for individuals and organisations from all sectors who work with children, young people and families in Wales. Our membership is drawn from the public-, charitable/not-for-profit- and independent-sectors. Our work will be underpinned by a collaborative approach, which facilitates opportunities for our members, children and young people.

- We will work towards our vision in collaboration with our members by:
- Campaigning for the full adoption and implementation of the United Nations Convention on the Rights of the Child at every level of Welsh society.
- Challenging inequalities and promoting equity for all children and young people across Wales.
- Bringing together and amplifying a collective voice for transformational change at a policy level within Wales.
- Promoting and supporting the participation of children and young people within decision-making structures at all levels of government within Wales
- Providing a platform for the sharing of innovative practice across Wales.
- Advocating for the children's sector(s) on priority areas.
- Providing learning and development opportunities for the cross-sector children's professional workforce.
- Undertaking and disseminating research across our membership.

Children in Wales carries out a number of activities in order to meet these aims. These include:

- Organising conferences and seminars
- Providing training
- Supporting and developing strong networks and forums
- Producing and disseminating information
- Representing and consulting with members
- Research
- Direct work with children and young people through our Young Wales project

Children in Wales works in partnership with its sister organisations in England, Scotland and Northern Ireland and has strong links in Europe and internationally.

As a membership organisation we establish networks within Wales in order to represent the

views of the constituency, establish common concerns and encourage multi-disciplinary activity. Members can be either corporate or individual and come from a wide variety of interests such as health, education, voluntary organisations, social services or self help groups.

Our work is funded by grants from the Welsh Government, other grant givers and through self-generated income.

A Board of Trustees governs the work of the organisation

<http://www.childreninwales.org.uk/>

