

Job Description

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| Job Title: | Gambling Service Community Engagement Events Co-ordinator |
| Responsible To: | Pauline Strachan – South West Community Engagement Manager |
| Based: | Bristol - Hybrid |
| Hours: | 35 per week (but with some flexibility for the right candidate) |
| Salary: | £29,181 |

PURPOSE & SCOPE OF THE JOB

The events Co Ordinator would collaborate closely with the gambling services community engagement management team and community engagement leads, whose sole purpose is to support people in the community who are impacted by gambling harms. The role is to help shape, design and execute 2025/25 schedule of events and activities. This role involves planning, organising, executing, managing priorities, working independently along with tracking the event outcomes and preparing reports.

MAIN TASKS OF THE JOB

- Project-manage schedule of community based events, ensuring comprehensive project and marketing plans are in place.
 - Engage and support community engagement management team to design and execute the events and activities.
 - Maintain up-to-date event and stakeholder, attendee records in CRM
 - Track events performance, report on KPIs, and collaborate with the team to enhance the event portfolio.
 - Stakeholder management, collaborating with existing stakeholders along with identifying new ones.
 - Manage and track event budget and report periodically.
 - Host regular event management meetings
 - Provide regular updates
 - Work with suppliers to provide event collateral and material
 - Able to travel across the South West and Wales to face to face events
 - Skilled in creating virtual events
 - Undertake training as required
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- Represent Ara in a way that is consistent with its philosophy and always work within Ara's agreed policies and procedures.
 - Respect at all times, within the operational guidelines, the confidentiality of clients.

- Observe at all times Ara's Equal Opportunities Policy.
- Observe the organisation's Health & Safety at Work Policy and at no time act in a way which might jeopardise the health or safety of any client, employee or visitor to Ara.
- Undertake other duties and responsibilities in keeping with the nature of this post as maybe required from time to time.

Skills, Experience and Knowledge

- Experience in event design, execution and delivery both face to face and virtually
- Excellent interpersonal, written and oral communication skills
- Excellent organisational skills
- A strong and confident communicator
- A problem solving approach.
- Budget management
- Working independently and part of a team
- Managing competing priorities

Personal qualities

- Friendly, approachable, helpful, patient and passionate about supporting people
- Demonstrates trust, openness, and respect in dealing with people, treating everyone with compassion and kindness, prioritising equality and diversity
- A good communicator who listens and is able to express themselves clearly
- A positive individual with a "can do" approach and attitude
- The ability to prioritise tasks and work under pressure
- Flexible and adaptable to changing workload