

EVENT ORGANISER ROLE DESCRIPTION

PART-TIME (2 DAYS PER WEEK) AND TEMPORARY TO 31 MARCH 2019 - WITH POSSIBLE EXTENSION.

About Blue Smile

“When you’re feeling unhappy, Blue Smile lets you burst out your feelings and everything. They turn things wrong into good things.” E, age 7

Today, nearly four UK children in each class are thought to have a mental health problem. If left unsupported and untreated, these children are likely to continue to have worsening mental health difficulties and problem behaviours into adulthood, with greater risk of academic failure and social issues.

Cambridge based charity, Blue Smile, provides whole school support and long-term expert counselling and mentoring within schools in Cambridgeshire and surrounding areas for children aged 3 to 13. As we tell children, big feelings get in the way of learning. We address the emotional difficulties which underlie many problem behaviours, so children can fulfil their true potential and have happier childhoods. We work using proven fun, arts-based therapies, which engage the child in a non-threatening way, helping them to organise their feelings and process traumatic experiences.

Post title: Event Organiser

Accountable and reporting to: Fundraising, Communications and Events Manager

Base: Blue Smile Head Office

Salary: £25,000 pro-rata

Hours: Part-time, 2 days per week, working pattern negotiable. Initially a temporary contract until the end of March 2018.

Purpose of the job:

We are looking for an experienced Event Organiser to join our growing Fundraising and Communications team. You will lead on the delivery of our schedule of events in support of our fundraising and communications activity, and will encourage supporters to organise fundraising events in aid of our work.

Duties

- Act as the main contact for supporters with regards to event activity, working with our partners (including well-known corporates) to organise events. This will sometimes involve working outside contracted hours.
- Raise awareness of and resources for our on-going work.
- Work with the team and external agencies to deliver events including campaign launches, school information events, celebratory events, press opportunities, art workshops, and Blue Smile's bi-annual conference. You will:
 - use your computer skills to produce detailed proposals, schedules and budgets
 - use your communication and negotiation skills to secure and book venues
 - use your organisational skills to arrange facilities and to ensure that insurance, legal, and health & safety obligations are adhered to
 - use your project management and problem-solving skills to ensure smooth event delivery
 - use your interpersonal skills to support speakers and special guests, and to coordinate staff and volunteers
 - use your analytical skills to evaluate event success.
- Support the organisation of additional internal events.
- Attend events as necessary.
- Recruit, train and manage departmental volunteers.

Additional expectations

- Maintain good working relationships with all charity staff, volunteers, supporters, suppliers and members of the general public.
- Maintain confidentiality in our work to ensure the right to privacy of children and their families is upheld.
- Ensure that your conduct within and outside Blue Smile does not conflict with professional expectations.
- Undertake training as required.
- Actively support all policy rules and procedures.
- Undertake any reasonable task requested by a manager and carry out any other duties necessary to ensure the proper performance of the title of the post. This includes carrying out any other ad hoc duties that may be required from time to time to assist in the smooth running of the organisation.

PERSON SPECIFICATION

Education: Educated to degree level, or with equivalent skills.

Skills:

- Event organisation skills
- Ability to plan, prioritise and deliver tasks to agreed deadlines
- Highly motivated and able to work independently, proactively and creatively
- Excellent written and verbal communication skills, with an ability to communicate warmly and with confidence
- Interpersonal skills and the ability to build effective, collaborative relationships
- Ability to use MS office suite, including Outlook, Word, Excel, CRM databases

Application Process

Please complete the application form, to be received by **mid-day on Monday 26 March** by:

email (preferably) marked Event Organiser Application to deanne.swain@bluesmile.org.uk or, by post, addressed to Deanne Swain, Fundraising, Communications and Events Manager, Blue Smile, 47-51 Norfolk Street, Cambridge CB1 2LD.

Interviews will be held on **Wednesday 28 and Thursday 29 March**. Please give a mobile and email address on which you can be readily contacted if you are being called to interview.