



ROLE DESCRIPTION

Title: Events Co-ordinator

Hours: Variable (depending on events calendar)

Location: Organisation from our offices or from home, and then event location.

The Waterfall:

The Waterfall is a registered charity that aims to provide rehabilitative support for women with drug and alcohol addictions. We are currently running a structured Day Recovery Programme that will enable women to access high quality recovery support that is targeted at the specific needs and issues they face.

We have exciting ideas for the future, for example setting up a social enterprise to make us sustainable and to provide intermediate employment opportunities for women. We would also love to offer more days, a broader range of activities and eventually a residential programme.

Summary of Job:

We are looking for an enthusiastic, motivated and committed individual to coordinate and manage our events.

This will include organising and promoting events that could be to raise our profile or to raise funds.

You would work with the team to creatively plan and develop different types of fundraising and sponsorship events.

You would also support people that were taking part in an event to raise money for us (not organised by us) and actively publicise these events via social media or other mediums, such as press releases. You would monitor event or individually raised income via MyDonate or Just Text Giving.

Role Specification:

Specification	Essential	Desirable
Qualifications and Experience	Educated to at least GCSE standard or equivalent. Some experience of organising an event and use of social media.	Experience in managing and running events. Experience in publicising and promoting events. Experience in fundraising.
Skills and abilities	A 'people person' who is able to take responsibility and work with others. Good verbal and written communication skills. Time management. Attention to detail. Computer literate.	Proficient use of social media – in particular Facebook, Twitter and Instagram. Writing press releases. Creative.
Personal Qualities	Able to work calmly under pressure to meet deadlines. In agreement with the Christian ethos of The Waterfall Trust.	Motivated by an interest in helping women overcome addictions. Confident in being able to co-ordinate and run events within the local community

How to apply:

Please complete a volunteer application form and send it along with your C.V. and a covering letter by email to pete.white@thewaterfall.org.uk or by post to The Waterfall Trust, 11th Floor, Dukes Keep, Marsh Lane, Southampton, SO14 3EX.

To speak to someone about the post please call 02380 225463

Closing date: Open until filled.