



## Events Coordinator

**Closing Date:** 6pm, Friday 9<sup>th</sup> January 2025

**Interview Date:** TBC-

**Start Date:** TBC

**Contract:** 12 months fixed-term contract (potential to extend)

**Hours:** 15 hours per week (including occasional evening/weekends)

**Salary:** £12.60 per hour (£24,570 pro rata)

**Location:** Hybrid- Truro, Cornwall with travel required across Cornwall

Inspiring Women Network (IWN) is a diverse, women-centred, and women-led Community Interest Company that has been working with and for women and communities in Cornwall for over thirteen years.

We deliver regular activities, campaigns, and large-scale events including conferences, workshops, wellbeing sessions, and community gatherings. Our work is trauma-informed, inclusive, and rooted in lived experience.

This post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (Part 1) and we encourage applications from those who identify as Black, or woman of colour, or from any other minoritised background.

### Overall Role Purpose

The Events Coordinator is responsible for the planning, coordination, delivery, and promotion of IWN's events and campaigns, working from an agreed annual events plan. The role focuses on event logistics, operational delivery, and content creation to ensure events are well-organised, delivered to a high standard, accessible, and promoted effectively.

Applicant must be able to demonstrate:

- Proven experience coordinating events or projects
- Strong organisational and time-management skills
- Ability to plan ahead, work proactively, and manage a rolling pipeline of events
- Ability to work to deadlines and manage multiple tasks
- Clear written and verbal communication
- Reliable, accountable, and able to work independently
- Understanding of equity, inclusion, and culturally competent practice
- Ability to travel across Cornwall

## Job Description and Person Specification

<b>JOB TITLE:</b>	Events Coordinator
<b>HOURS:</b>	15 hours per week (including occasional evening/weekends)
<b>SALARY:</b>	£12.60 per hour (£24,570 pro rata)
<b>CONTRACT:</b>	12 months Fixed-term (potential to extend funding permitting)
<b>LOCATION:</b>	Hybrid- Truro, Cornwall (with travel required across Cornwall)
<b>LEAVE:</b>	5.6 weeks pro rata
<b>REPORTS TO:</b>	COO/CEO

Inspiring Women Network (IWN) is a diverse, women-led community interest company committed to creating a vibrant, inclusive, and affirming space where all women can belong, connect, and thrive. Our vision is to build a Cornwall that is just, equal, and inclusive for all women and their families, with a particular focus on those from global majority and minoritised backgrounds.

### IWN's Values

Inspiring Women Network prides itself on its strong values and ethos. At IWN, we care about people, all people. We are a diverse and inclusive organisation, and we have zero tolerance for any hateful discriminatory behaviour.

In line with the nature of IWN's work and ethos, this post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (part 1) and we encourage applications from those who identify as Black, woman of colour, or any other minoritised background.

### Role Summary

The Events Coordinator is responsible for the planning, coordination, and delivery of IWN's events and campaigns, ensuring events run smoothly, are well-organised, and are delivered to a high standard. The role works closely with the COO, Community Development Officer, Outreach Workers, and Volunteer Coordinator.

This role is designed to work from an agreed annual events and campaigns plan, with a strong emphasis on **advance planning and steady delivery throughout the year**. The Events Coordinator is expected to use quieter periods in the events calendar to plan ahead for upcoming large-scale events and campaigns, ensuring that delivery is well-prepared, organised, and not reliant on last-minute activity.

### Key Responsibilities

#### Events Planning & Coordination

- Deliver IWN's annual events plan, agreed in collaboration with the COO, ensuring all events are well-planned and aligned with organisational priorities
- Plan events from start to finish, including venues, timings, accessibility, equipment, and materials
- Create clear event plans, timelines, run sheets, and task checklists
- Coordinate logistics for workshops, campaigns, networking events, and conferences

### **Delivery & Operations**

- Coordinate facilitators, speakers, venues, suppliers, equipment, accessibility, and timings
- Ensure events are delivered safely, inclusively, and professionally
- Coordinate volunteers for events in partnership with the Volunteer Coordinator
- Attend key events as required to oversee delivery

### **Content Creation & Promotion**

- Create promotional content for events and campaigns, including social media posts, basic graphics (Canva), event listings, short copy for newsletters and website
- Schedule and publish event-related content across agreed platforms, including MetaSuite (typically 2–4 weeks ahead)
- Work from agreed messaging and themes provided by the COO / CEO
- Ensure events are clearly communicated, accessible, and well promoted
- Maintain a consistent, professional IWN tone

*(Note: This role creates and delivers promotional content but does not lead on campaign strategy, messaging, advocacy, or political positioning.)*

### **Coordination & Teamworking**

- Work closely with the COO to receive direction and sign-off
- Liaise with CDOs and Outreach Workers to gather event information and content ideas
- Coordinate volunteers for events with the Volunteer Coordinator
- Attend team meetings as required

### **Administration & Reporting**

- Manage bookings, attendance lists, and event communications
- Maintain member records in a secure manner and adhere to the Data Protection Act, ensuring confidentiality and compliance.
- Track event-related budgets and expenses
- The Events Coordinator will regularly update the COO & CEO on progress against timelines for upcoming major events, flagging risks, gaps, or decisions needed at the earliest opportunity.
- Gather feedback, complete post-event summaries, and provide concise reports on event outcomes and learning to the COO/CEO, with key information shared for board reporting as required.

### **Forward Planning & Workload Management**

- The Events Coordinator is expected to plan major events and campaigns at least **three months in advance**, ensuring that key logistics (venues, speakers, facilitators, accessibility, budgets, and timelines) are agreed early.
- The Events Coordinator is expected to take ownership of planning timelines and raise any risks, capacity concerns, or decision points early with the COO/CEO
- Quieter periods in the events calendar should be used for forward planning, content scheduling, supplier liaison, and preparation for upcoming campaigns, with the aim of reducing last-minute pressure on the organisation.
- Promotional content for events should be prepared and scheduled in advance (typically 2–4 weeks ahead) using agreed tools such as MetaSuite.

## **Essential Criteria**

- Proven experience coordinating events or projects
- Strong organisational and time-management skills
- Ability to work to deadlines, manage multiple tasks, and manage competing deadlines during busy delivery periods
- Excellent communication and interpersonal skills
- Reliable, accountable, and able to work independently
- Understanding of equity, inclusion, and culturally competent practice
- Ability to travel independently across Cornwall, including transporting event materials where required

## **Desirable**

- Experience working in the voluntary or community sector
- Experience coordinating conferences or multi-part events
- Basic budgeting or admin experience
- Knowledge of local community resources and services
- Knowledge of social media and marketing strategies

## **Personal Qualities**

- Able to work proactively without close supervision and take ownership of tasks from start to finish
- Calm, practical, and solutions-focused
- Reliable and consistent
- Comfortable with structure, systems, and planning
- Collaborative team player with a positive attitude.

## **Flexibility Clause**

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. As a term of employment, the post holder is therefore expected to undertake any other reasonable duties, as required, within their capacities and the scope of the post under the direction of the COO/CEO.

## **Data Protection Act**

Inspiring Women Network is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Inspiring Women Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.