

Event and Outreach Co-ordinator

Part time (18–21 hours a week) £30k pro rata.

You will plan, execute, and promote Refresh or community events while building relationships to increase our reach in the community as well as building awareness of what we do, and why we do it. The events will mostly be held in our shop, mainly workshops, demonstrations or similar. The attendance will be small, ranging from 4–18 people.

Key Responsibilities

- **Event Planning & Execution:** coordinate all aspects of events from conceptualisation to post-event evaluation, both in the day and evening, during the week and at weekends. Reach out into the community to find appropriately qualified or experienced tutors to run events.
- **Marketing & Promotion:** Create content for social media, email campaigns, and marketing materials to boost awareness of events and Refresh, and facilitate awareness of why the circular economy matters.
- **Community building:** establish Refresh as a cornerstone of the High Wycombe community, and build on our own growing community, increasing shop footfall, volunteer participation, and community awareness of the circular economy.
- **Administration & Budgeting:** Maintain accurate records, track outreach metrics, manage project budgets, and prepare reports, and establish a pathway to making the events self-sustaining financially.
- **Outreach & Engagement:** as events are planned, use them to build up great relationships with different people and organisations, both those who put on and those who attend the events.
- **External Events:** work to achieve Refresh targets to reach a bigger and wider audience with our support of other local events, such as Frogfest and WhizzFizz.

Required Skills and Qualifications

- **Communication:** Strong verbal and written communication skills for presentations and promotion.
- **Organisation:** Excellent project management skills with the ability to manage multiple events simultaneously.
- **Interpersonal Skills:** Ability to build and maintain relationships with diverse stakeholders.
- **Team Player:** Able to work well with trustees and volunteers in the shop.
- **Technical Proficiency:** Familiarity with social media platforms, databases, Microsoft Office or similar.
- **Education/Experience:** Qualification or experience in marketing, communications, or public relations, along with 2–5 years of experience in events, fundraising, or community relations.

Physical Requirements: Ability to work flexible hours, including evenings and weekends, and local travel to locations for events.

Event Co-ordinator – Person Specification

Experience & Knowledge

- **Required:** 1–3 years of experience in event planning, hospitality, or project coordination.
- **Required:** Proven track record of successful end-to-end event execution.
- **Required:** Prior experience utilising social media and CRM systems.
- **Desirable:** Experience conducting event risk assessments and managing event health and safety.

Skills & Abilities

- **Organisational Skills:** ability to multitask and manage competing deadlines and coordinate multiple events simultaneously.
- **Communication Skills:** clear verbal and written communication skills to effectively engage with clients, tutors, external partners, and volunteers.
- **Budget Management:** strong numerical skills to track expenses, draft financial reports, and deliver events within allocated budgets.
- **Problem-Solving:** a proactive, solutions-focused approach to quickly resolve on-site issues and handle last-minute changes.
- **Technical Proficiency:** experience of social media platforms, websites, crm systems and digital listing or promotion platforms.

Personal Qualities

- **Attention to Detail:** conscientious approach to planning and event timelines, organised with a keen eye for detail.
- **Adaptability:** Ability to thrive under pressure in a busy environment while maintaining a professional demeanor.
- **Customer-Focused:** Approachable and friendly, dedicated to exceeding client expectations and ensuring smooth attendee experiences.
- **Team Player:** Willingness to work collaboratively with trustees, colleagues and volunteers.

Please send your completed CV and cover letter to jobs@refreshwycombe.org.