

## Events Assistant Job Description

<b>Reports to:</b>	Events Manager
<b>Salary:</b>	£24,000, pro rata
<b>Hours:</b>	Part-Time, 21 hours per week
<b>Duration:</b>	Permanent

### About CFG

CFG is a charity that supports all charities and social change organisations to make the biggest difference possible. We do this by supporting them to make the most of their money and resources, by putting financial leadership at the heart of their decisions.

We strive to upskill the sector, and are working to create a more supportive operating environment. If you want to know more about how we do this, visit our website at [www.cfg.org.uk](http://www.cfg.org.uk).

### Our values

Our values define who we are as people and who we are together as CFG. The work we do is important and how we do it is just as important to us. We work on the basis people can be taught skills and gain experience so we want to know if you share our values and beliefs. The CFG team worked together to create values that they believe embody who they are as individuals and how they want to work together as a team to achieve CFG's goals.

We are:

- Aspirational, and brave
- Emotionally authentic, vulnerable and considerate
- Innovative and creative
- Accountable and trustworthy
- Collaborative and supportive
- Active and continuously improving
- Adaptive and resilient

### Are you who we are looking for?

Are you naturally well organised with excellent time management skills that

can support a small but busy events team? Do you thrive from collaborating in a small yet buzzy environment? Then we'd like to hear from you! The ideal candidate will be friendly and unflappable and takes pride in their work and pays attention to the detail.

Most importantly we are looking for a quick learner who appreciates the importance of delivering a fantastic administrative function.

**The essentials – You will:**

- Be an excellent communicator able to liaise with a variety of stakeholders;
- Self-motivate and prioritise your workload accordingly;
- Be solutions focussed and seek out ways to improve processes in the team;
- Be a team player and work seamlessly with the wider team;
- Be open, approachable and a firm believer in continuous development.

**Demonstrate CFG values by;**

- Bringing your whole self to work when working with colleagues and external partners, being open and honest;
- Being open minded and happy to embrace change;
- Motivating others and demonstrating enthusiasm about the impact we can have;
- Working hard to exceed expectations and ask for help when needed;
- Collaborating with colleagues and actively sharing knowledge;
- Giving feedback constructively;
- Being resilient and readily willing to adapt to an ever changing environment.

## Specific Responsibilities

We want you to:

**Event administration and support for the events team**

- Maintain the database of speakers, delegates and topics and computer records of venues, speakers, events etc.
- Prepare and distribute joining instructions and materials for events, e.g. handouts, training packs, badges, electronic evaluation forms and carry out registration.
- Support the Events Manager and Officer to produce delegate packs and content including print and digital.
- Ensure website & database content for events are always up to date and accurate.
- After the event, mark attendance on the database, send out delegate

thank you emails, and prepare speaker thank you letters.

- Process events bookings and ensure the events inbox is well managed.

### Relationships

- Maintain excellent relationships internally to support the co-ordination and smooth running of events.
- Maintain a good working relationship with corporate member hosts and external venues.
- Collaborate with the marketing team to create effective marketing plans for all events and training.

### Planning and evaluation

- Contribute to team plans and develop project plans for own activities.
- Support the delivery of all events within agreed budgets - controlling costs wherever possible to ensure revenues for each event are healthy.
- Process electronic and manual evaluation forms
- Contribute to post-event reviews with recommendations to improve effectiveness.

### Additional responsibilities

- Support the development of cross-function working.
- Provide administrative support to the events and wider team.
- Liaise with finance team to manage printing costs and maintain the cross charge journal
- At all times, work pro-actively to promote CFG's equal opportunities policies, both in respect of service delivery and employment issues; and to ensure the health, safety and welfare of the post holder, colleagues, members and visitors.
- Cover for colleagues when necessary.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Good standard of education with English and Maths GCSE or equivalent	
Experience	Experience of administrative roles Experience of producing written materials Experience of using a database	Experience in Events
Skills/ Abilities	Excellent administration skills Ability to manage a heavy and diverse workload so that deadlines Ability to communicate effectively with a	

	wide range people Ability to take on last minute ad hoc duties Ability to work on own initiative	
Knowledge/ Understanding	Basic understanding of how an event is put together	
Disposition	Approachable, loyal and hardworking Flexible and proactive Ability to communicate at all levels	Sociable Confident
Other	Ability to undertake travel within the UK Willing to work outside core hours on an occasional basis	Ability to undertake occasional overnight stays with the UK