

JOB DESCRIPTION

Title of Post:	Event Coordinator
Hours:	37.5 hours per week, Monday – Friday
Location:	Fitwise office, Seafield, West Lothian (mix of home and office working available)
Responsible to:	Head of Events
Details of Subordinates:	N/A
Date Issued:	February 2025

Job purpose:

To provide administrative and general event co-ordination support.

Principle accountabilities / objectives:

The Event Coordinator is the first point of contact for all event stakeholders and delivers a high level of customer service to everyone involved in the events, internally and externally.

To provide the events team with administrative support.

While this is predominantly an administrative role, the post-holder may also have a small portfolio of events such as virtual events and in-person events requiring a limited service.

Some travel will be required to attend events.

Main duties and responsibilities include:

Administrative tasks:

- To provide administrative support to the events team.
 - Answering all event enquiries and redirecting as required.
 - Assisting all event stakeholders including delegates, exhibitors, and speakers with any queries.
 - To create event information/collateral as required.
 - To co-ordinate event preparation such as organising event materials and equipment.
 - Liaise with finance department to ensure invoices and payment queries are dealt with efficiently.
 - To co-ordinate the event's storeroom; including stock checks and ordering of event materials.
 - Research and book travel and accommodation for the events team.
 - Completing post-event wrap up tasks (e.g. updating websites, sending delegates lists etc.)
 - To take notes at team huddles

Event tasks:

- To co-ordinate and run virtual events.
- To co-ordinate and run events with limited service requirements
- Research venues and prepare venue proposals.
- Assisting Event Managers with tasks such as liaising with speakers, exhibitors and other key event contacts.
- To attend events as part of the onsite events team

Skills / knowledge and qualifications:

Required:

- A strong administrative background.
- Excellent IT skills and proficient in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint).

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Review date: 19/02/2025

Next Review: as required

- Ability to quickly learn and be confident in the use of IT systems and platforms.
- Experience in a professional office environment.
- Confident and friendly telephone manner.
- Clear and concise written and verbal skills.
- An innate desire to help people and solve problems.
- Ability to work under pressure during exceptionally busy times.
- Attention for detail and accuracy.
- Methodical approach to work and time management and has the ability to prioritise workloads.
- Works well within the team and is self-motivated.
- Presents a personal image of pride and professionalism.
- The ability to adapt is a must.
- A willingness to travel within the UK to attend our events as part of the onsite team.

Desirable:

- Experience of working within the event or conference sector.
- Experience of online registration platforms.
- Experience of virtual event platforms.
- An awareness of appropriate financial processes including invoicing.

Working Environment:

- Although mainly desk based, there are significant physical demands such as moving and lifting of equipment.
- Requirement to work outside normal working hours including evenings and weekends.
- Occasional work away from home when assistance required onsite at events.

You may be asked to take on additional duties on occasion as part of your personal development.

This job description is not meant to be definitive and may be amended from time to time to meet the challenging needs of Fitwise Management Ltd.