



**Job Description/Role Profile: Events Co-ordinator**  
 Part-time (0.6 FTE, 22 hours a week), Maternity  
 Cover  
 £23,088 pro rata

Urban Green Newcastle is a pioneering charity set up in 2019 to look after the city's parks and allotments. Our vision is for more people to enjoy and benefit from the beautiful open spaces in the city, and to ensure they are safe, welcoming and provide a great environment for wildlife and people which is valued by all. With support from core partners, Newcastle City Council, the National Trust and the National Lottery Heritage Fund, we are working to ensure a sustainable future for the 33 parks and over 60 allotments in our care.

The vision in our Events Strategy is to host and support a varied and inclusive programme of events and activities throughout Newcastle's green spaces that will attract local, national and international visitors, bring local communities together and generate income to re-invest into the city's parks and allotments.

This position of **Events Co-ordinator** is responsible for managing and administering events from initial enquiry, to onsite delivery and post-event evaluation.

**What you will deliver.**

**Collaborative working and great teamwork:** As a member of the Events Team you will work collaboratively across the organisation and with external partners and groups to build long-lasting and productive relationships.

**A lively and varied programme of events which meet income targets:** You will assist the Event Manager to identify and secure an inclusive year-round programme of events.

**A safe and well-managed events programme:** Working collaboratively with other teams and external partners and advisors, you will monitor and maintain compliance (taking a lead on smaller events) including insurance, site safety, event management plans, licensing requirements and risk assessments.

**Improvement in environmental standards:** You will contribute to and monitor the outcome of plans to reduce the environmental footprint of UGNs events, aiming to achieve an exemplary and sustainable events programme.

**Great customer service and community relations:** Through your excellent interpersonal skills you will be the primary point of contact for event customers, responding promptly and accurately and building strong relationships with partners and stakeholders.

**Our values**

**Be passionate:** We love our green spaces, and are constantly seeking ways to improve them and share their benefits with the people of Newcastle.

**Be dynamic:** We are innovative and driven by results, and constantly deliver for the people of Newcastle.

**Be skilful:** We take actions and decisions that are sound, just, and based on the best available evidence. We are trusted for our knowledge and expertise, and are authoritative and quality-orientated.

**Be inclusive:** We believe that everyone should have access to high quality green space, and will aspire to make this possible across Newcastle.

**Show integrity:** We strive to treat everyone fairly, and treat them with respect and honesty in all our communications.

**Be collaborative** We develop high-trust relationships with a wide range of partners, finding creative joint solutions to make things happen.

**Invest in our staff:** We value our staff, the capabilities and contributions of each person, and trust each other as individuals. We invest in the support and development of our people, allowing each of us to grow and share knowledge and expertise.

**Scale & scope of the role**

**Reports to: Events Manager**

**Operating Budget:** You will assist the Events Manager in ensuring that events income meets target, in fundraising to support a programme, and in ensuring careful management of the organisation's resources, operating appropriate procurement and ensuring value for money.

**Line management:** You will be responsible for management of volunteers and contractors/suppliers. You will be expected to work collaboratively across the whole UGN team.

**Scope:** You will support the delivery of the UGN Events Strategy, securing a lively and varied programme of events activating the parks for a wide range of audiences to enjoy, while meeting commercial income targets. You will assist in ensuring that events are managed in an exemplary way, ensuring safety for participants and limiting the environmental impact. You will also co-ordinate event evaluation. Regular weekend and evening work will be needed as required.

**Partners:** You will work openly and collaboratively with a wide range of partners including event organisers, community groups and external suppliers.

**Knowledge, skills and experience needed**

An events management qualification or equivalent work experience.

Experience of working in outdoor events and a good working knowledge of regulatory requirements, production management and health & safety regimes for well-managed events.

Track record of project management and prioritising workloads, staying focused and positive in a fast-paced work environment.

Ability to manage finances carefully, with excellent attention to detail and accuracy.

Experience of delivering high quality visitor experience and excellent customer care.

Excellent interpersonal skills and ability to communicate effectively with a wide range of stakeholders.

Ability to manage volunteers, contractors and suppliers effectively.

An adaptable and collaborative team-player with a flexible approach to working and a willingness to learn and grow with the role.