



# STREETDOCTORS

## StreetDoctors: Event Co-ordinator

Are you super-organised, determined, persuasive and entrepreneurial with strong planning and logistics skills? Are you driven by social purpose, and excited by the idea of organising a national conference for over 300 medical volunteers? If so, we want to work with you! StreetDoctors is looking for an enthusiastic and committed Event Co-ordinator to join our team helping to organise our 2018/19 National Training Programme.

### Who are we?

StreetDoctors is an award winning charity, changing lives by giving young people the skills and confidence to deliver life-saving first aid at the scene of a stabbing or collapse. We have over 375 volunteer medical students and doctors who teach high risk young people first aid in 14 cities across the UK. We teach young people at risk of violence what to do when someone is bleeding or unconscious. [www.streetdoctors.org](http://www.streetdoctors.org).

### The role:

***Work closely with the Volunteer & Youth Engagement Manager and the Medical Director, to organise and deliver StreetDoctors' National Conference and National Training Programme. This position is ideally suited to someone embarking on an event management career.***

### Responsibilities:

- Report to the Volunteer & Youth Engagement Manager to implement the strategy and objectives for the 2018/19 National Training Programme.
- Organise the key training events (Leadership training; Conference; Taskforce days and Team set up events) to be held in autumn 2018, including liaising with external suppliers, logistics, venue hire, AV requirements, refreshments, travel and accommodation. Scripting may also be required.
- Liaise with confirmed speakers regarding presentations, accommodation and travel arrangements.
- Manage the budget for the National Training Programme.
- Produce the programme and other materials such as T-shirts for events.
- Play a key role during the events ensuring they run smoothly and to plan.

### You will have the opportunity to:

- Play a crucial role in the development, planning and delivery of our National Training Programme, developing your skills and experience in event management.
- Be part of a ground breaking and innovative charity – your contribution will have significant impact on our small but growing organisation.
- Build your professional network in the fields of social innovation, health care and youth justice.

### ***About you (the personal specification)***

- Reliable and organised.
- Confident overseeing the practical, logistical, administrative and technical aspects of event co-ordination.
- Competent in using computer programmes such as Word, Excel, Publisher and Eventbrite.
- Excellent verbal and written communication skills.
- Collaborative with strong teamwork skills.
- Experienced in delivering successful events.
- Able to think ahead and be pro-active in identifying potential challenges and finding solutions.
- Experienced in producing written materials for conference packs.
- Passionate about solving social issues and empowering young people
- Able to manage a complex and demanding workload.
- Able to commit to working the full 4 month period.

### **Key Terms & Conditions**

- Remuneration – London Living Wage of £10.20 per hour
- Hours: full-time (normally 7.5 hours per day).
- Duration: 4 months from early August 2018 to 30<sup>th</sup> November 2018.
- Location: Dalston in London but travel to other locations may be necessary and will be reimbursed.

### ***Next steps:***

To apply for this position with StreetDoctors email [rebecca@streetdoctors.org](mailto:rebecca@streetdoctors.org) with a **CV** (no more than 3 pages) and a **1 page covering letter**. Your covering letter needs to explain why you are interested in the position and how you meet the Personal Specification. We will not accept CVs without a covering letter. The deadline for applications is 5 pm on **Wednesday 27<sup>th</sup> June 2018**. Shortlisted applicants will be invited for interview on **Thursday 5<sup>th</sup> July 2018**.