

Job Description

Title:	Bankside Residents' Forum Events Coordinator
Remuneration:	£13 per hour
Location:	Bankside, Southwark, London and elsewhere.
Reporting to:	Amir Eden, Shimaa Elsayed, Marion Marples
Term of Employment:	4 weeks (to be extended; subject to successful completion of 4 weeks probationary period) - 8 hours a week, starting w/c 1 st August 2016

Bankside Residents' Forum:

Bankside Residents' Forum is a local community organisation within the Cathedrals Ward of the London Borough of Southwark. The organisation is over twenty years old; registered with Companies' House in 1998.

Bankside Residents' Forum brings together residents and Southwark's MP, councillors, officials, local interest groups and developers.

Since its inception, the organisation has been immensely involved in ensuring that 'Bankside is not only a beautiful, exciting, vibrant place but is as well-designed and well-built as it possibly can be - a place where people are happy and eager to live'.

Bankside is home to many of United Kingdom's treasures, such as Shakespeare's Globe, Southwark Cathedral, Tate Modern, Borough market and The Golden Hinde. It is one of the oldest parts of London with rich heritage and diverse social, religious and cultural backgrounds.

Principal Responsibilities:

- Support the Board of Bankside Residents' Forum and the Community Development Coordinator with fundraising, sponsorship and partnership.
- Support the board of Bankside Residents' Forum in arranging activities and events for the community of Bankside.
- Support the board of Bankside Residents' Forum in engaging residents, businesses, public authorities and developers in Bankside.
- Support the board of Bankside Residents' Forum with its marketing both offline and online.

- Support the board of Bankside Residents' Forum with its website and online presence.
- Provide updates and practical advice to the board of Bankside Residents' Forum on project and event management
- Attend Bankside Residents' Forum's meetings as required by the board.
- Support the board of Bankside Residents' Forum with other relevant tasks as they arise.

What we are offering the Event Coordinator

The board of Bankside Residents' Forum will support the Event Coordinator in liaising with relevant stakeholders as follows:

- Attend all meetings with the Event Coordinator, where possible
- Provide guidance and support with regards the Event Coordinators roles and responsibilities.
- Work closely with the Event Coordinator with all tasks, where possible.
- The board of Bankside Residents' Forum will provide task briefs from time to time outlining the actions which need to be taken by the Event Coordinator. The progress of these tasks will be monitored.
- Bankside Residents' Forum will provide adequate equipment and space when required and where possible.

Person Specification:

The ideal candidate will have a wealth of experience in working with community organisations and knowledge/experience in project and event management.

He or she will have some understanding of the social, economic and political environment of the Bankside area and the wider community.

Experience:

- Engaging with diverse backgrounds (culture, religion, socioeconomic status)
- Ability to fundraise, proven track record

- A relationship with businesses and developers in the local area and the wider community desirable.
- Managing events (or similar projects) to time and budget
- Engaging with local residents at events and activities
- Knowledge of the Bankside area and its history desirable
- Marketing programmes, initiatives, activities and events

Skills & Abilities:

- Excellent project and/or events management skills
- Highly organised and efficient, able to make best use of time
- Ability to manage a team of volunteers to achieve objectives set out by the board of Bankside Residents' Forum
- Excellent communication skills in phone and in person - able to role model professional business behaviour and communicate effectively with the local and wider community
- Computer literate with skills including word processing, spreadsheets and presentations.
- Awareness of and sensitivity to diverse social, religious and cultural backgrounds.

Applications

To apply, send a CV and covering letter (2 sides max) to Bankside Residents' Forum at banksideresidents@gmail.com

Your covering letter should address:

- Why the role appeals to you
- What you hope to bring to the role
- How you would work with Bankside Residents' Forum to ensure the delivery of its aims and objectives.

Please also include completed equal opportunities form (this will not form part of the selection process).

Closing date for receipt of applications is **12pm on 22th July 2016**

Interviews will take place on **w/c 25th July 2016**

For more information about the role, don't hesitate to email us at banksideresidents@gmail.com