



# Recruitment Pack

## June 2024

# Events Co-ordinator



## For every child, for every school, for the future of our region

Thank you for your interest in this role. We are excited about what we do and the impact we have on the schools we work with across the North East.

As Events Co-ordinator you will support both the Events Manager and Deputy Events Manager in delivering a significant events calendar to a range of diverse stakeholders and members. This is a very exciting time to join the organisation as we are looking to expand our popular and highly respected events programme to more closely support our member schools. These events will raise the profile of the organisation, and our region, nationally, providing a great opportunity for a bright and enthusiastic individual to make their mark. You will provide reliable and professional support to the organisation and have the ability to work in a fast-paced environment dealing with high volumes of events and multiple tasks.

### **Schools North East Trading Ltd**

Schools North East Trading Ltd is the trading arm of the charity Schools North East. We are recruiting a highly motivated Events Co-ordinator to join our small but successful team. This position offers tremendous opportunity to shape and implement programmes that make a real difference in schools. It is a fast paced role that requires someone with a strong sense of pride in their job and who is willing to go above and beyond to help achieve the goals of the charity.

If you want to be part of a small, dedicated and passionate team bringing your skills to support these goals we would love to hear from you.

### **Drive positive change in our region**

Our region is vibrant, self-reliant and outward looking, featuring a dynamic economy, and distinctive culture. But for many children in the North East, the odds are still stacked against them. We know a good start can make all the difference to a young person's chances later in life. In often challenging circumstances, our schools perform an important role incredibly well. It's a role that deserves all the help and support it can get. From everyone in the region and from the national education system as a whole.

Schools North East is a collaborative community of c.1,150 schools working together to make that difference for children across the North East of England. As a charity, and a grassroots organisation, we are governed by a board of regional Head Teacher and CEO Trustees, an Advisory Board and a School Business Professional Council, who provide the Charity with direction and support.



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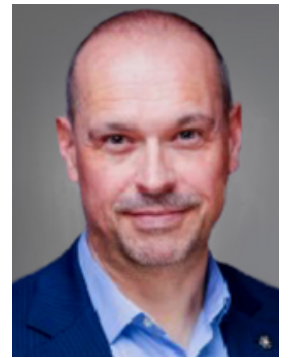
## What we do

We are for all North East schools - regardless of size, type, faith, structure and geographical location. Our inclusivity is what defines us. Our driving passion is to engage at all levels to support schools to do their best for the region's children. We are independent, but not neutral - we campaign to improve conditions for North East schools. We engage with partners across all sectors for the benefit of schools, as well as with individuals and bodies across the political spectrum. Innovation is at our core. While we build on the knowledge of the past, we seek fresh solutions for the challenges of the present and to shape our future. We have a strong social purpose which is the foundation of our work. It dictates our actions and our behaviour; it defines us in the eyes of others. Our integrity underpins all that we do.

Our aim - the core of Schools North East - is to create a unique culture of collaboration and mutual support amongst the region's schools to ensure the best possible outcomes for all our region's young people.

We have wider reach and impact through the National Network of Special Schools for School Business Professionals, working with the specialist sector throughout England.

Chris Zarraga  
Director



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We are the voice of North East Schools  
We are the glue that holds our schools together  
We provide the bridge for schools to connect  
to the external world

We are the **Voice** of NE schools - putting a strong regional accent on the education debate; The **Glue** that brings schools together in a purposeful community, for the benefit of all children in our region; and The **Bridge** that helps our region's schools and the outside world to connect with each other.

It is a **Voice** that reframes the narrative. To move the education debate away from simplistic tropes. It challenges myths and promotes a positive narrative of NE schools, their staff and their students: We Lead not Plead. As the **Voice** of North East schools we have extensive engagement with the media - BBC - regional and national, TV and radio; ITV, C4, C5, inews, the Guardian, FT, GB News, The Times, The Tes, regional news outlets and more.



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## Events

The annual events programme is central to the support that Schools North East gives to its members. It includes 6 major conferences, 3 annual events, CPD training courses, extensive virtual events programme, and on-demand single issue events to support our members. The programme reaches a wide range of audiences within schools, regionally and nationally, and is delivered physically and virtually to nearly 4,000 delegates per year. This programme is diverse and exciting, ranging from an annual 'black tie' event for over 500 guests to our annual Summit.

Past speakers have included a number of Secretaries of State for Education, several of Her Majesty's Chief Inspectors, various government ministers, and high profile speakers from the world of education and beyond such as Olympic Gold Medallist Sally Gunnell and many more. The programme has a reputation for high quality speakers and programmes that are engaging and relevant to members and is a central plank of the charity's fundraising activities.



**CLICK HERE TO VISIT OUR WEBSITE TO SEE  
WHAT EVENTS WE HAVE COMING UP**





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## Why join us?

This is a unique opportunity to develop in a role within a small team playing an important part in delivering our events programme to support the wider work of the charity.

Its all about the people. Always is and always will be, people matter more than anything and we care about those we work with and those we serve. We are all about building trust-based relationships and establishing win-win partnerships.

We are passionate about our work. We care about results and get things done. Above all, we have a passion for what we do and we are proud of what we accomplish.

As a team, we are motivated by the vision of Schools North East ensuring there is always purpose to our work.

We want to succeed, to make a difference, to be the future, and to support education in our region.

As part of the team we offer:

- Office working in the centre of Newcastle
- Option to work at home on a Friday
- Generous holidays - 30 days per year plus bank holidays
- Contributory pension scheme
- Competitive salary
- Some travel throughout the region and sometimes nationally, on event days.

## About you

As Events Co-ordinator you will support both the Events Manager and Deputy Events Manager in delivering a significant events calendar to help raise the profile of the organisation, and our region, nationally.

Mobile and willing to travel both within the region and nationally when required, you will have experience of, or an interest in, supporting and developing complex events. With a can-do attitude and willing to learn about education within the North East, you will support the delivery and expansion of a busy and dynamic events programme that includes at least 6 major conferences, an extensive webinar programme, as well as single issue events and celebrations. The role will include a diverse range of tasks from initial programme development through to on the day delivery.

You will also represent the charity externally, including helping to develop a network of speakers and Commercial Supporters to support the income generation and sustainability of both the charity and its trading arm. Working closely with the wider team to support the development of the Schools North East membership programmes you will maintain excellent relationships with existing and potential stakeholders.

An understanding of the education environment and the region's schools will be an advantage, but not essential. You will work under the Events Manager and Deputy Events Manager but also with the wider Schools North East Team.



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## Job Profile

<b>Role</b>	Events Coordinator
<b>Salary</b>	Salary range: £19,710 - £26,508 (depending on experience) <ul style="list-style-type: none"><li>• Minimum at 21: £21,587</li></ul>
<b>Reporting to</b>	Events Manager & Deputy Events Manager
<b>Hours</b>	Full time, 36 hours per week
<b>Required</b>	As soon as possible

## Key tasks include:

- To assist in the development, production and delivery of events from proposal onwards;
- To assist in the delivery of events on time, within budget, that meet (and hopefully exceed) expectations, completing administrative tasks to a high standard;
- Coordinating aspects of the planning process with the Events Manager, Deputy Events Manager and external providers to ensure events are delivered efficiently including but not limited to; venues, audio visual suppliers, catering etc;
- To assist in communicating and maintaining timelines and priorities on every event;
- Tracking other education events in the North East and nationally;
- Assist in building strong relationships with key stakeholders;
- Undertaking operational and administrative functions to ensure both physical and virtual events are delivered efficiently; as well as administrative functions around delegate bookings, sponsorship bookings and CRM system;
- Travelling to on-site inspections as required;
- Producing a regular events bulletin to inform our members of upcoming events;
- Researching and gathering venue details, collecting pricing and capacity information to aid the planning of the events programme;
- To work as an integral member of a small team, willing to undertake tasks as needed to deliver the aims of Schools North East;
- Ensuring excellent customer service and quality delivery;





# Person Specification

## Personal Skills and Qualities

- Essential**
- Strong interpersonal skills.
  - Interest in and ability to quickly gain understanding of issues affecting schools in the North East.
  - Able to meet challenging targets and deadlines.
  - Ability to multitask and problem solve effectively to meet deadlines and work under pressure and be organised with an eye for detail.
  - Able to use own initiative and to work effectively alone and as part of a team.
  - Strong communication skills, both written and verbal, and an excellent telephone manner.
  - Creative flair.
  - Excellent organisational skills.
  - Excellent administrative skills.
  - Target orientated and results driven.
  - Demonstrate collaborative attitude and behaviour consistent with team and organisational values.
- Desirable**
- Strong knowledge of the UK education system and current issues in education policy.

## Experience and Knowledge

- Essential**
- Experience, skills or the confidence and ability in
- Experience of working in a small, but extremely productive team.
  - Experience of dealing with telephone and email enquiries.
  - Experience of events planning and coordinating.
  - Computer literate specifically with the use of G-suite, MS Office Packages, cloud based storage systems and applications, and CRM systems.
  - Experience in coordinating multiple events and/or projects simultaneously.
- Desirable**
- Familiarity with common social media tools and website CMS tools.
  - Knowledge of virtual event software and technology.
  - Experience of using multimedia technology such as Canva and mailchimp
  - Experience of maintaining a website via CMS.
  - Experience of customer care in a membership setting.
  - Knowledge of event venues within the North East.
  - Experience in liaising with event suppliers such as venues, AV equipment providers or similar.

## Attainment and Qualifications

- Desirable**
- Educated to degree or equivalent level in a relevant subject.

## How to apply

Please submit a full and complete CV, along with a cover letter of no more than two pages of A4, to: [recruitment@schoolsneortheast.com](mailto:recruitment@schoolsneortheast.com). Your cover letter should link your skills and experience to the job description. Please note: failure to submit a cover letter will result in you not reaching the shortlist stage.

If you would like an informal conversation prior to applying please request a phone call via email.

We will be interviewing on a rolling basis and reserve the right to close the position earlier than the closing date, we therefore recommend early applications.

If you are interested in this position but feel you do not have the relevant experience please get in touch for an informal chat.

We endeavour to provide feedback to all applicants. If you are still waiting to hear from us 28 days after applying please assume your application was not successful.