



National Star

Realising the aspirations
of people with disabilities

Job Description: Events & Special Projects Manager

Reports to: Head of Social Enterprise & Events

Role is based at: National Star, Ullenwood, Cheltenham

Main Job Purpose:

Organising & managing a wide range of events across the organisation; for recruitment, fundraising, relationship/marketing, internal (student and staff) or income generation purposes.

Working Hours:

This is a 52 week, part-time post. The working week is based on 22.5 hours usually worked between Monday to Friday 9am - 5pm.

However, due to the nature of the job the post-holder will be expected to work hours and/or days flexibly in order to deliver and support events and special projects activity, to meet the requirements of the role – this will include occasional evenings and weekends.

Primary Tasks:

- Organisation & Management of all internal & external annual events
- Organisation & Management of other internal & external events
- Supporting the Customer Services team to organise / manage external lettings events.
- Special Projects
- General responsibilities

Organisation & Management of Annual Events including:

- Open Days & Recruitment Events
- Variety of Fundraising & Promotional Events (Including StarBistro Special Events)
- Student and Staff celebration events
- Leavers Ceremony
- Transition Day

Organisation & Management of Other Events including:

Supporting senior managers and departments with the logistical implementation and delivery of internal, relationship/marketing or income generating events e.g. internal events, specialist conferences, etc.

Supporting the Customer Services team to organise / manage external lettings events

- Working with the Customer Services team to assist them with on the day management of external lettings events, when required.
- Liaison with customers before / during events.
- Liaison with StarBistro team on hospitality requirements and timings

Special Projects

To work with the Head of Social Enterprise & Events, Director of Services & other members of the SMT to deliver any special projects.

General Responsibilities

- Develop a good knowledge of all aspects of the charity's work in order to engage supporters in conversation on all topics that interest them.
- Ensure the needs and interests of National Star learners and residents, and their families, are fully recognised in all aspects of the work.
- Ensure all activities are in line with National Star's vision, mission and values and comply with all National Star policies and procedures.
- Act within National Star's health and safety policy and procedures to ensure a safe working environment and ensuring all events and their participants/attendees are compliant with all relevant legislation and health and safety requirements.
- Demonstrate commitment to equality and diversity through personal example and clear action, ensuring equality of access and treatment to all.
- Act as a guardian of the National Star brand.
- National Star takes seriously its responsibility for safeguarding. It is committed to safeguarding and promoting the welfare of young adults and children, and requires that all staff share this responsibility and act accordingly by applying organisational policy and procedure and attending safeguarding training.

This job description sets out a summary of the main tasks of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role, meeting the changing circumstances and new challenges of National Star.

PERSON SPECIFICATION**Events & Special Projects Manager**

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none">• Good understanding of event management• Understanding of the principles of maintaining a strong brand and creating effective communications materials• Experience of preparing financial projections, general financial management and reporting and setting performance indicators• Ability to influence and negotiate with senior internal and external stakeholders to achieve positive outcomes for National Star	<ul style="list-style-type: none">• Good understanding of marketing• Management of volunteers• Understanding of relationship management databases• Experience of partnership working on events• Experience of working with media• Solid understanding of current disability issues and an understanding of and commitment to National Star's aims
Skills /abilities	<ul style="list-style-type: none">• Excellent time management, organisation and prioritising skills• Able to prioritise, plan and organise own workload• Motivated, adaptable and flexible• Able to work on own initiative• Clear track record of delivering projects to time and budget• Excellent verbal and written communication, networking and negotiating skills• Able to work as part of a team• High degree of numeracy• Demonstrable diplomacy and ability to work in confidence• Conscientious with a high level of attention to detail• Ability to think and work strategically• Able to provide a high level of customer care to supporters and partners• IT literate, able to competently use Microsoft Office (Word, Excel and PowerPoint), and databases	
Qualifications	<ul style="list-style-type: none">• Good standard of general education	<ul style="list-style-type: none">• Degree or equivalent education

Other	<ul style="list-style-type: none">• Full driving licence• Ability to work flexibly to meet the requirements of the post including occasional unsocial hours (evenings and weekends)• Support the vision, mission and values of National Star• The post holder must work sensitively within an environment that places its beneficiaries first, ensuring that all activities support the charity and its development	<ul style="list-style-type: none">• Knowledge of disability issues
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