

Events Co-ordinator

Job Title: Event Officer - AAT Events

Salary: What are your expectations?
Working Hours: Full time. 38 hours per week
Start Date: May 2019

AAT events organise a range of sports events across the southeast of England, including adventure running, road running and cycle sportives. We provide professional project management for a range of public and private mass participation events. The company has 15 years of experience in overseeing all aspects of event management (including communications, venue sourcing, supplier management, volunteer recruitment, sales and marketing, operational and technical logistical planning) from pre-event planning through to post-event breakdown and debriefing.

Key Responsibilities:

- Involved in the whole event management process.
- Volunteer Management (Assist with volunteer management, communications, and to lead small teams on event days)
- Assist in creating Volunteer plans
- Customer Services (To provide high quality/ friendly customer service via email and on the phone)
- Event infrastructure bookings (Vans, Barriers, Toilets)
- Event marketing promotions through 3rd party channels
- Event day staff (Various roles as a key staff member on event days)
- Marketing
 - Social media account management
 - Social media posts, adverts, competitions, management.
 - PR - manage database, contacts, seek, secure, make content...
 - Print - initial design, design management, secure advertising
 - Email marketing - create content, design, write and send
 - Aat-events blogging
- Data reporting ROI, social / email and entry stats
- Act as a brand ambassador for aat-events
- Produce run sheets and collate key event information (contractor information etc)

- Have the opportunity to lead/manage parts of the event day such as bag storage, registration desk, volunteer/marshal comms, the site set up & de-rig.
- Manage entry system software and assist in producing entry forms.
- Assist in updating website

Key Skills/Requirements:

- Able to use own initiative when completing tasks seeking support when required
- Full UK Driver's licence - access to a car for work use, and experience driving a van would both be advantageous
- Proficient in Microsoft Office/Google Drive software (Word, Sheets, Slides.)
- Excellent verbal and written communication skills in English, with strong attention to detail.
- Confidence & professionalism in order to engage with clients and sponsors.
- Keen interest in sports - preferably running and cycling.
- Video production/editing
- Must be available to work at approximately 15 weekends events a year. Time is taken in lieu following each event.

If you are interested in this role, apply with your CV and a short covering letter (300 words maximum) by email. To find out more contact toby@aat-events.com for further information.