



THE ROYAL
COUNTRYSIDE
FUND

Events & Office Coordinator

Job Description & Person Specification

Role:	Events & Office Coordinator
Contract:	Regular
Hours:	Full-time (37.5 hours per week)
Location:	Central London hybrid working with 3 days a week in the London office
Reports to:	Interim Head of Communications

About The Royal Countryside Fund

Founded in 2010 by His Majesty King Charles III, then The Prince of Wales, The Royal Countryside Fund's vision is of a thriving countryside – a living landscape of working family farms and prosperous rural life, built on connections and relationships – which in turn shapes rural places, creating vibrant, sustainable communities.

Our ambition is to be the countryside charity of choice for people living and working in rural and farming communities across the UK, and for those who care about helping them secure a sustainable future.

Purpose of the role

This exciting new role will support the delivery of the charity's busy events activities, driving awareness of the issues facing the countryside through supporting family farms and rural communities, ensuring our work reaches a diverse audience to raise awareness of the charity and encourage support of our work.

This dual role will specifically assist with delivering the charity's busy events programme - from drinks receptions and report launches to events at agricultural shows across the UK - and support on administration for the wider charity, including some communications activity.

Under the direction of the Interim Head of Communications, and with support of the wider staff team, you will be responsible for coordinating and running all the charity's events, including full administrative support, booking venues, the invitation process and guest lists, organisation of collateral (including marketing and promotional information), catering arrangements and researching and inviting speakers. You will be also ensuring effective follow-up to each event such as wider dissemination of event content, evaluation, and reporting.

Working on events will account for approximately half of the role. The remaining time will be spent working across the charity undertaking a variety of administrative tasks. This will include supporting the team with mailings, coordination of specific activities and some general office management. Whilst reporting to the Interim Head of Communications, this role will work closely with several team members, particularly the Executive Assistant, providing a unique opportunity to gain knowledge and experience of different aspects of the charity's work.

What we are looking for

This is a development role and wide-ranging event experience is not expected. However, the successful candidate will be required to demonstrate a confident attitude supported by good written and verbal communication skills and be effective in the use of Microsoft packages. You will be effective in managing your time and prioritising workload. An ability to engage with a wide range of people is also advantageous.

This position requires you to be a reliable individual with a methodical and organised approach who can work independently as well as part of a team. You will have excellent written and verbal communication skills, supported by an interest in our work and the desire to develop a successful programme of events. You should also be able to handle confidential information with discretion.

If you are organised, detail-oriented, and enjoy providing support in a fast-paced office environment, we would love to hear from you. This is an exciting development role that would suit someone looking to gain wide-ranging experience in the charity sector and who is keen to have an outward-facing position enjoying regular contact with supporters and those who benefit from the RCF's support.

Main responsibilities

Events

Working with colleagues across the charity, develop, plan and deliver an interesting events programme. This will include:

- Managing the administration and supporting the delivery of our events calendar:
 - Provide end-to-end events oversight from planning through to delivery and evaluation.
 - Scoping venues, liaising with contractors and external agencies, managing guest lists, creating and sending invitations, and recording responses and registrations.
 - Assisting the Interim Head of Communications in overseeing event costs and invoicing processes, timelines, and logistics of events.
 - Acting as the main coordinator and event lead to ensure their smooth running.
 - Creating briefing notes and liaising with speakers and key guests, arrange briefing and debrief meetings.
 - Organising travel, accommodation and other logistics for team members.
- Organising team attendance at external events such as conferences and supporting the Executive Assistant on the planning and delivery of team away days.
- Leading on reporting on the success and impact of RCF events using e.g. Salesforce, Eventbrite.

Communications

- Working with the communications team, lead on the production and delivery of collateral including banners, posters, and other printed materials.
- Assisting on the promotion of events using social and digital media.
- Ensuring that the collateral booking database is up to date.
- Managing the storage of collateral and communications/events equipment, both in office and offsite.

General

- Providing general administrative support for mailings and coordination of general activities.
- Supporting various members of the team with logistics as and when required.

Additional accountabilities

- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

Special working conditions

- Travelling across the UK.
- Attending evening and early morning events.
- Regular overnight stays.
- Hybrid working with 3 days a week in the London office.

Person specification (E=Essential; D=Desirable)

Skills	<ul style="list-style-type: none"> • Ability to work well within a team as well as independently with supervision. (E) • Ability to work with others outside the organisation (E) • Excellent organisational, planning, prioritisation and time management skills. (E) • Excellent written and verbal communications skills. • Good spelling, grammar, and attention to detail are a must. (E) • Proficient in all standard Microsoft programmes and databases. (E)
Knowledge	<ul style="list-style-type: none"> • Knowledge of social media platforms (D) • Knowledge or interest in farming and the countryside is advantageous (D)
Experience	<ul style="list-style-type: none"> • Understanding of how events and offices work. This can be drawn from either paid or unpaid work experience or voluntary work. (D) • Comfortable working within a small and busy team. (D)

In addition, successful candidates should demonstrate enthusiasm and affinity for the work of the RCF and rural matters.

Salary

£25,650 pa, subject to review after six months in post

Applications

To apply please send a cover letter in correct letter format of no more than two pages of A4, along with a current CV to recruitment@countrysidefund.org.uk . The letter should state your interest in the role, your suitability for the role and why you would like to join The Royal Countryside Fund.

Applications close on Monday 18th November 2024

First round in person interviews will take place on Wednesday 20th November 2024

Second round in person interviews early December 2024

Availability

You must be available to take up the role no later than end of January 2025