National Events Planner

Position title:  National Events Planner

Accountable to: National Service Delivery Manager - Events

Location: Wrexham based with some travel across Wales

Hours: 35 hours per week (working 5 out of 7 days)

Salary: £21,84-£26,608 p/a

 Job Description

Job details:

The National Events planner is critical to ensuring the successful and safe delivery of first aid and medical cover at events.  The postholder will be working alongside experienced volunteer teams and staff, planning the delivery from start to finish, writing detailed medical plans and risk assessments, attending internal and external meetings and the events when needed, liaising with the event organisers of large events, such as marathons, music festivals and large sporting events, before handing off to the on-day Event Lead for delivery of the service.

In addition, the post holder will work with specialist volunteering teams to ensure St John Ambulance Cymru delivers the highest quality of care to our patients and service users. This post requires Enhanced DBS clearance.

 Key duties and responsibilities:

* Working with volunteer role holders, building effective relationships with customers/event’s organisers to ensure a consistently high level of service from a point of initial contact through to completion of the event.
* Representing St John Ambulance Cymru (SJAC) at planning meetings, safety advisory groups and other meetings for events where SJAC is providing services and ensuring an appropriate level of representation and expertise at the meeting.
* Quoting and negotiating resources and prices, ensuring all relevant national processes in relation to sales and event management are followed.
* Working collaboratively with internal teams, particularly County Operations Managers, to ensure effective planning, delivery and evaluation of event provision.
* Ensuring appropriate liaison with external agencies, statutory services, local authorities and other delivery partners.
* Producing reports, statistical information and collate feedback on events to assist with debriefs and future planning.  This may include assisting with budgets and preparation of financial information relating to the delivery of events.
* Supporting emergency operations, resilience and planning in conjunction with EPRR operations as appropriate.
* Ensuring a high level of attention to detail and a high-quality approach to the production of SJAC event documentation
* Assisting the National Service Delivery Manager – Events, to maintain an operation oversight of the national picture of event operations across Wales.
* Performing any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post holder.
* You will be required to attend first aid events pan Wales and support with first aid cover where necessary

Person specification

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

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| Requirements:  | Essential:  | Desirable:  | Method supporting assessment:  |
| Educated to degree level or equivalent   |   | A black background with a black square  Description automatically generated with medium confidence  | Application form  |
| Clear track record of CPD linked to management and leadership development   | A black background with a black square  Description automatically generated with medium confidence  |   | Application form  |
| ILM 3 or above (or equivalent recognised leadership qualification) or willingness to complete.  | A black background with a black square  Description automatically generated with medium confidence  |   | Application form  |
| First Aid trained or be willing to be trained to an appropriate level.  | A black background with a black square  Description automatically generated with medium confidence  |   | Application form  |
| Experience of working in a Charity / Third sector   |   | A black background with a black square  Description automatically generated with medium confidence  | Application form  |
| Proven experience of event planning and delivery   | A black background with a black square  Description automatically generated with medium confidence  |   | Application form  |
| Experience in delivery of event medical cover and/or community-based services.  |   | A black background with a black square  Description automatically generated with medium confidence  | Application form  |
| Hold Advanced Safeguarding or willingness to complete within 6 months of being in post   | A black background with a black square  Description automatically generated with medium confidence  |   | Application form  |
| Skills, knowledge and abilities  |
| Ability to lead team(s) to achieve goals whilst delegating effectively   | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Good understanding of the event industry guidelines such as Purple Guide, the Green Guide and Entertainments Licensing.  | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Excellent interpersonal skills with the ability to communicate effectively at all levels   | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Sound knowledge of H&S and experience of working in a regulated environment   | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Ability to manage and resolve priorities and stakeholder concerns.  | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Experience of working with and supporting volunteers   | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Willingness to travel across Wales and be away from home for overnight stays as required  | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Willingness to work flexibly, including travel, weekend and evening work.  | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Operational and Tactical Commander training   |   | A black background with a black square  Description automatically generated with medium confidence  | Interview   |
| Ability to drive and hold a valid driving license   | A black background with a black square  Description automatically generated with medium confidence  |   | Interview  |
| Welsh Speaker   |   | A black background with a black square  Description automatically generated with medium confidence  | Interview  |