

THE DIANA AWARD



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# INFORMATION PACK

Special Events Coordinator

[WWW.DIANA-AWARD.ORG.UK](http://WWW.DIANA-AWARD.ORG.UK)



## About Us

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with a Diana Award for the outstanding difference they are making in their communities across the globe.

With the support of HRH Prince William and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasise a peer led approach.

## Our Mission

Our mission is to foster, develop and inspire positive change in the lives of young people. We do this in three key ways:

- **Driving Change:** facilitating change through practical action with young people
- **Recognising Change:** rewarding positive change made by young people
- **Mobilising Change:** celebrating and supporting ongoing change in young people

## Our Programmes

**The Diana Award:** awarding young people/ role models for selflessly creating and sustaining positive social change

**Mentoring:** building the resilience and character of young people by providing advice and guidance in decision making, active citizenship, life and career skills.

**Inspire Series:** supporting social mobility and furthering social action for young people.

**Anti-Bullying:** engaging young people to change the attitudes, behaviours and culture of bullying by building skills and confidence to address different situations, both online and offline.

## Employment Details

<b>JOB TITLE</b>	Special Events Coordinator
<b>SALARY</b>	Up to £25,000 per annum (depending on experience)
<b>LOCATION</b>	London, UK
<b>CONTRACT TYPE</b>	Full Time 1 year fixed term contract
<b>WORKING HOURS</b>	37.5 hours p/w
<b>START DATE</b>	ASAP
<b>APPLICATION DEADLINE</b>	Sunday 19 <sup>th</sup> February at 23:59

## How to apply

To apply please complete our online application form by **Sunday 19<sup>th</sup> February 2017 at 23:59**. Shortlisted candidates will be invited to interview at our London office on **Thursday 2<sup>nd</sup> March 2017**

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews.

If you have any questions please get in touch with Becky at The Diana Award on [becky.andrew@diana-award.org.uk](mailto:becky.andrew@diana-award.org.uk) or call 0207 628 7499 ex. 208

**CLICK HERE TO APPLY**

Before you begin the application form it is recommended that you have the following information ready:

1. A copy of your CV which you will be asked to upload to our system
2. Personal Statement (max 1500 words) where you should demonstrate how your experience, skills, knowledge and qualities meet the Job Description and Person Specification criteria listed. It is highly recommended that you write this in a word document **first** and then copy it into the application form.

## About the Role

### Celebrating Diana's Life and Legacy in 2017

2017 marks the 20<sup>th</sup> anniversary of Princess Diana's death, in tribute to her life and legacy, and in a bid to inspire the next generation to follow in her footsteps, The Diana Award will be holding a series of high profile events and projects which aim to promote the values she governed her life by; kindness, compassion and service.

Events include a Legacy International Awards Ceremony, gala/fundraising dinners, Parliamentary Receptions, Anti-Bullying and Mentoring Campaigns alongside our continued youth service offerings across UK nations and regions.

We're looking for an exceptional events professional to play a major role in helping us manage and deliver a busy calendar of events, from conception to completion. The ideal candidate will have proven and demonstrable experience of managing high profile events, aimed at generating both awareness and income, ideally gained within the charity/not for profit sector. We're looking for someone who is energetic, passionate and innovative, with meticulous attention to detail and the ability to manage multiple projects at any one time, alongside idea generation. This truly is a fantastic opportunity to be part of a very special year contributing to empowering thousands of young people from across the world to make a difference and improve their own life chances, as Princess Diana believed they could.

## Job Description

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role as requested by the line manager.

### Key responsibilities

- To successfully manage and deliver a portfolio of high profile events and projects, aimed at celebrating Diana's life and legacy in 2017
- Proactively seek opportunities to cultivate corporate and major donor prospects through the year's activities and events
- Identification, negotiation and management of third party suppliers and partners to support the delivery of event logistics ensuring contractors meet their obligations
- Take ownership and responsibility for developing project plans and providing monthly reports on progress against budget, targets and objectives to Head of Operations.
- Support in managing relationships with existing stakeholders and identify new high profile influencers to help support the charity's mission
- Lead on the organisation and recruitment to our annual challenge event, including managing relationships with key corporate partners, volunteers, as well as overseeing the logistics for the event
- Assists in developing new events alongside existing events, from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.
- Work with the Awards Coordinator to deliver a series of regional and national events throughout 2017 as part of INSPIRE Series
- Work with the Marketing Coordinator to produce events materials and digital content, in line with event/project objectives
- Work with Media team to ensure wide coverage and help build awareness amongst key audiences identified
- Supporting other campaigns throughout the year, when required e.g. National Kindness Day, Stand Up to Bullying Day

## Person Specification

<p><b>EXPERIENCE/ KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Proven experience of managing high profile, high quality special events from conception to completion in the UK, ideally within the charity/not-for-profit sector</li> <li>• Experience of organising and prioritising a demanding workload, to meet deadlines</li> <li>• Experience of financial and budgetary management</li> <li>• Demonstrable experience of building strong relationships with suppliers, donors, supporters to achieve strategic goals</li> <li>• Experience of managing and working with high profile stakeholders with tact, diplomacy and sensitivity</li> <li>• Experience of organising Award Ceremonies (desirable)</li> <li>• Experience of organising fundraising events/gala dinners, including logistics, guest lists, entertainment, speakers, auction prizes etc.</li> <li>• Knowledge and understanding of Risk Assessments and Health and Safety when planning events.</li> <li>• Experience of organising charity challenge and corporate events (desirable)</li> <li>• Proven experience of identifying opportunities, planning new activities and managing change</li> <li>• Successful track record in developing and maintaining a performance and accountability culture that measures and meets its KPIs</li> <li>• Experience of producing marketing materials for events, both print and online/digital, including social media content to support the event aims</li> </ul>
<p><b>SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Excellent oral or written communication skills with ability to communicate effectively at all levels</li> <li>• Strong attention to detail and ability to engage and deliver all elements of an event to the highest standard</li> <li>• Ability to work independently and proactively but also cooperatively, across multiple teams in the organisation</li> <li>• Strong organisational and planning skills</li> <li>• Excellent IT skills, including MS Word, Excel, Outlook and PowerPoint. Knowledge of Adobe applications is also desirable + basic knowledge of WordPress</li> <li>• Able to prioritise own workload and deal with competing demands</li> <li>• Excellent project management skills, with the ability to adapt and solve problems quickly</li> <li>• Excellent ability to work under pressure and meet deadlines</li> <li>• Excellent negotiation skills when liaising with external suppliers and sponsors</li> </ul>
<p><b>PERSONAL ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Commitment to and ability to inspire commitment to The Diana Award's vision, values and mission</li> <li>• Personal integrity and credibility</li> <li>• A 'can do' attitude</li> <li>• Commitment to self-development</li> <li>• Commitment to keeping up to date with key trends/developments in the sector</li> <li>• Good judgment</li> <li>• Driven to achieve great results</li> <li>• Ability to work well under pressure</li> <li>• Energetic, flexible, willingness to work outside of 'normal' office hours</li> </ul>