



Job Title: Events Delivery Coordinator
Reporting to: Events Delivery Manager
Direct Reports: 0

Job Band: Band 5
Size of Team: 6

The Events Delivery Coordinator is responsible for the planning and delivery of first aid and ambulance provision at events by contributing to the development of event plans, resourcing, deployment and event logistics. The successful candidate will have proven record in the planning, organising and delivery of safe and effective event medical provision.

Key Responsibilities

- Develop detailed plans for the provision of medical services to events, identifying appropriate levels of resourcing, producing risk assessments and ensuring administrative and communication requirements are met.
- Ensure effective liaison with customer/event organisers and volunteers to ensure a consistently high level of service from a point of initial contact through to the completion of the event. Including quoting and negotiation of resources and prices.
- Represent SJA at planning meetings, safety advisory groups and other meetings for events where SJA is providing services and ensuring an appropriate level of representation at the meeting.
- Ensure all events are booked using DIPS (SJA event management system) and follow all relevant processes in relation to sales and event management.
- Coordinate SJA resource requirements including equipment, personnel and fleet to ensure delivery against the agreed level of provision.
- Work collaboratively with internal teams to effectively plan, deliver and evaluate event provision.
- Ensure appropriate liaison with external agencies, statutory services, local authorities and other delivery partners.
- Produce 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.
- Support emergency operations, resilience and planning in conjunction with volunteer emergency operations officers.
- Participate in an on-call rota out of hours as required.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to travel and work out of normal office hours when required



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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 in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent	✓	
Full UK manual driving licence with category B. No more than 6 penalty points	✓	
Experience		
Use of computerised systems; Relevant planning systems, data input and applications	✓	
Coordinating and working within a team	✓	
Proven experience in event management	✓	
Dealing with external and internal queries	✓	
Proven experience in developing and maintaining customer relationships	✓	
Familiar with working in an environment where financial performance is key to the teams and the organisations success		✓
Proven experience of emergency planning/operations		✓
Skills, knowledge and abilities		
Ability to communicate effectively at all levels within the organisation	✓	
Proven planning and organisational skills	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to work under pressure and to strict deadlines	✓	
Ability to prioritise and attention to detail	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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