



# Event Logistics Coordinator (full-time)

## Job description and person specification

Job title:	Event Logistics Coordinator (full-time)
Post Level:	3
Based:	Care for the Family's Head Office (Currently - Garth House, Leon Avenue, Cardiff CF15 7RG. Moving to Cleppa Park Industrial Estate, Newport, in Autumn 2018).
Duration:	Permanent
Reports to:	Team Manager: Event and Resource Logistics

Care for the Family (CFF) is a national Christian charity which aims to promote strong family life and to help those hurting because of family difficulties.

The charity, founded in 1988, delivers a wide range of family-building events, including conferences, training programmes and seminars across the UK, attended by tens of thousands of people each year. Additionally, its resources (printed and multimedia publications, and specialist programmes) benefit many more.

The role of Event Logistics Coordinator has one key purpose:

- As part of the Events Logistics Team, to create a positive delegate experience at Care for the Family events through the provision of a well organised and executed programme of events.

## Main areas of responsibility

- To apply a discretionary budget to negotiate with and source the various external contractors and suppliers required to execute successful events and tours
- Research, visit and book the most suitable and cost effective venues for tours of events within the agreed operational criteria. Liaise and build relationships with venue contacts to generate good working rapport
- To ensure that all the practical arrangements for an event are in place and run smoothly including (but not limited to) accommodation, transport, road teams, technical provision, preparation and packing of materials and resources, venue liaison and arranging sufficient volunteers at each event in accordance with our guidelines
- Regularly road manage events and work as part of the road team where necessary
- Ensure that all appropriate information is accurately recorded on Care for the Family's databases, websites and reports.

## Secondary areas of responsibility

- Support the wider work of the Events and Resources Logistics Team and Care for the Family, such as assisting in the warehouse or other operational teams as necessary for operational effectiveness and efficiency

## Knowledge, skills and expertise

	Essential	Desirable
Confidence to build a relationship and negotiate and manage a contract with venues, technical companies and other providers.	✓	
Educated to A level or NVQ equivalent, or have equivalent work experience	✓	
I.T. literacy, which must include the ability to use the internet and Microsoft applications. In addition the post holder must have experience of using a database application	✓	
Ability to drive and hold a valid UK driving licence	✓	
Basic knowledge of PA systems		✓
Previous experience of events administration		✓

Care for the Family is an organisation which has adopted a Christian Ethos statement. Our Equal Opportunities Policy includes facility for justifying that certain posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. This particular post has such an occupational requirement attached to it.

## Our ideal Event Logistics Coordinator will need to demonstrate particular strength in:

... Attention to detail

... Written and verbal communication skills

... Having a methodical and systematic approach to work

... Problem solving and initiative

## Additional notes

Please read the Organisational chart and Care for the Family standards and competency framework, which can be found on the jobs page of our website.

Please note all candidates will be required to demonstrate and/or be developing strength in all the essential areas listed in Care for the Family's standards and competency framework.

All staff are expected to become proficient in making practical use of Birkman data. Training in how to use it will be provided.

## Terms and Conditions

- This is a full time salaried position. The salary will be in the range £18,775 - £20,861 per annum.
- The standard working week is 9am–5pm Monday to Thursday and 9am–4.30pm Friday. This includes a half hour unpaid lunch break.
- The post holder should expect that in order to effectively run events, it is a necessary part of the role to work days and hours that vary from the standard pattern in accordance with the operational requirements of the organisation. This will include periods up to a week away from home. Care for the Family works across the UK and the Isle of Man.
- If the hours worked exceed 37 hours in any particular week, the post-holder will be entitled to time-off-in-lieu in accordance with the organisation's guidelines.
- The position is offered subject to the satisfactory completion of a six month probationary period.
- Holiday entitlement is five weeks per annum, rising to six weeks after two years' continuous service, plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute to an employee's plan, within the scheme, a monthly payment equivalent to 10% of their gross monthly salary once conditions for entry to the scheme have been met.



Care for the Family is a private company limited by guarantee (no 3482910) registered in England and Wales as a charity (England and Wales: 1066905, Scotland: SC038497) and governed by a Board of Trustees

[www.careforthefamily.org.uk](http://www.careforthefamily.org.uk)