



# Liverpool World Centre

## Events and Communications Coordinator Application Pack



### Contact us:

✉ [info@liverpoolworldcentre.org](mailto:info@liverpoolworldcentre.org)

🌐 [www.liverpoolworldcentre.org](http://www.liverpoolworldcentre.org)

📍 45-47 Windsor St, Liverpool L8 1XE

### Follow us:

🐦 [@Liv\\_worldcentre](https://twitter.com/Liv_worldcentre)

📘 [@liverpoolworldcentre](https://www.facebook.com/liverpoolworldcentre)



# Liverpool World Centre

**Job title:** Events and Communications Coordinator  
**Hours:** 14 hours/week  
**Salary:** £23,340-25,991  
**Responsible to:** Director

## The organization

Liverpool World Centre (LWC) exists to make world issues relevant to the lives of young people. School is a crucial part of a young person's life, therefore LWC works with children and teachers, universities and communities to facilitate understanding of global issues and promote social change. LWC uses topics such as Fairtrade, climate change, citizenship and anti-racism to explore the relationships of young people with each other and those in the wider world. Such topics have been pulled together within the term "Global Learning", and LWC has developed expertise and resources for schools in this area.

The LWC team currently consists of 8 paid staff, 1 intern, and 8 associates. LWC works in a very dynamic and creative way, and promotes opportunities for staff and volunteers to develop themselves and the organization.

## The purpose of the post

The Events and Communications Coordinator will ensure that all conferences, workshops and other LWC events are organized and that delegates are supported in all their pre and post event needs. The post holder will therefore have good organizational skills, and enjoy communication with delegates.

The post supports the income generation of the charity, and as such will be responsible for sustaining and increasing sales. As this grows the post may develop further opportunities.

In promoting events the post will manage our communications via social media, mailchimp, eventbrite and our website.

## Not sure if this is for you?

We'd love to hear from you, so don't let the application form put you off. Contact Pablo on 0151 708 6515 or 07946 335071, for more information/ to discuss making a video application/ or anything else that will support you applying.



# Main Duties

1. To organize, manage and evaluate training, events and conferences. This will include (not exhaustive list):
  - a. Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets)
  - b. Organizing venue, guest speaker liaison, risk assessment, delegate packs
  - c. Manage event attendance, collect delegate feedback
  - d. Evaluate events by processing feedback data
  - e. This post may also include finding and supporting placements for trainee teachers as part of our work with Liverpool Hope University and LJMU.
2. To promote and maximize bookings and sales for events/trainings
  - a. Work with LWC training staff to understand and help shape training
  - b. Utilize LWC contacts to reach potential customers – whether database or people known to staff
  - c. To meet teachers face to face, call them by phone and follow up emails to increase sales
  - d. To manage existing LWC channels (newsletter, facebook, social media) to promote sales
  - e. To explore new ways of reaching teachers, organizations to offer LWC services (e.g. Google ads)
  - f. To keep a record of sales and what works, and what doesn't
3. Coordinate workshop/training bookings. This will include:
  - a. Recording bookings
  - b. Liaising with teachers, schools and other organizations to confirm training needs and dates
  - c. To allocate LWC staff to booked events
  - d. To update, issue and make LWC training staff aware of new and outstanding bookings.
  - e. To issue contracts and service level agreements where appropriate
4. To coordinate office procedures in relation to conferences, workshops and other LWC events. This will include:
  - a. Recording bookings
  - b. Diarizing training and events
  - c. Maintaining LWC events database at office and online via website
  - d. Maintaining LWC delegate and organization database
  - e. Maintaining delegate and organization membership, including annual invoicing
  - f. Corresponding with delegates and organizations paying for training and events
  - g. Invoicing delegate

---

# Main Duties (Cont.)

## **Additional duties relating to post**

1. Represent LWC at networking events and meetings with supporters and volunteers as required.
2. To participate in Liverpool World Centre meetings, training sessions and conferences as and when required.
3. To support in project reporting as and when required.
4. To be willing to learn about LWC educational approach and work with children and communities.
5. To attend schools and training venues as appropriate.
6. To participate in her/his own supervision and appraisal.
7. To carry out other duties consistent with the nature of the post.
8. Occasional evening/ weekend work, and trips to other countries.
9. To carry out all the above in accordance with the aims, values and policies of Liverpool World Centre, in particular, confidentiality, impartiality and Equal Opportunities.
10. The above duties will be prioritised by the Director in consultation with the post-holder. The post-holder may be asked to re-organise his/her work in order to help the centre to respond to changes which can arise from time to time. This would be done in a way consistent with the purposes of the post and in consultation with the post-holder.

# Person Specification

<b>Job Title:</b> Events & Communications Coordinator		
<b>Requirements</b>	<b>Essential (E); Desirable (D)</b>	<b>Application (A); Interview (I); Task (T)</b>
<b>Experience</b>		
Experience of events coordination (including design, and evaluation) or experience of similar planning activities.	E	A, I, T
Experience of promoting free and paying events an educational/ training/ arts or similar setting, including face to face, virtual and digital	D	A
<b>Skills</b>		
2 years experience of using IT skills, demonstrating use and creative application of office and online software (e.g. Word and Excel; databases; virtual IT tools such as dropbox, skype; online events systems such as Doodlepoll and Eventbrite).	E	A, T
Skills in using social media to promote events	D	I
Excellent communication skills that demonstrate good listening as well as clear thinking.	E	A, I
Skilled in basic book keeping and invoicing, or similar, that demonstrates accuracy with numbers and ability to catalogue and maintain records.	E	A, I
<b>Knowledge and understanding</b>		
Knowledge and understanding of events planning or project management – either through on the job training or study.	E	A, I
Understanding of places of education (schools, universities, community education) and knowledge of what their needs are in terms of events and training	D	I
<b>Personal</b>		
Commitment to the values of LWC (promotion of social justice issues, lifelong learning and human rights)	E	A, I
Enjoy working within small, creative and dynamic team, whilst able to work independently and exercise initiative.	E	A, T
<b>Education</b>		
A relevant and appropriate Events planning or Marketing qualification – or relevant experience gained through the role.	D	A

# Terms and Conditions of Employment

This post is offered on part-time basis until April 2023 (with possibility of extension subject to sales generated and organisational funding).

The post will start as soon as can be mutually agreed.

The following conditions of service will apply:

<b>Salary</b>	£23,340-25,991 pro rata (depending on experience, usually starting at the lower end of scale)
<b>Pension</b>	3% employer contribution (as part of auto enrollment scheme).
<b>Location:</b>	Liverpool Office (based at Toxteth TV, 37 Windsor Street, L8 1XE)
<b>Holidays</b>	25 days per year plus 8 public holidays pro rata.
<b>Hours of Work:</b>	14 hours per week (excluding lunch breaks).  Days to be agreed with post holder.
<b>Probation:</b>	The posts will have a probationary period of six months.
<b>Notice:</b>	One month's notice of termination of employment on either side.
<b>Diversity</b>	We value diversity and are an equal opportunities employer. We actively encourage applications from candidates regardless of sex, race, disability, age, sexual orientation or gender.
<b>DBS</b>	Employment in these posts is subject to satisfactory police clearance being obtained. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (exception) Order 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act.
<b>Right to work</b>	LWC will check that all prospective employees are eligible to work in the UK prior to them commencing employment. If you are unsure of your right to work you can use the <a href="https://www.gov.uk/visas">Gov.uk visa</a> checking tool to establish your eligibility and options relating to visas.

# How to apply

Applicants should submit an **application form**, including names and contact details of two referees, describing how they meet the requirements of the post and the person specification, and a completed equal opportunities form – to arrive no later than the **date set out in the introductory letter**.

**Feel like you could represent yourself better in another format?** We'd love to hear from you, so don't let the application form put you off. Contact Pablo on 0151 708 6515 or 07946 335071, and we can discuss you making a video submission instead.

If you are able to email your application, we would appreciate it – as this makes it simpler for us to circulate your application to the short-listing panel and also saves paper! However, we will also accept paper-based applications by post and this won't count against you in any way.

If you submit your application by email, please include your application form, and equal opportunities form as attachments, and email to: [pablo@liverpoolworldcentre.org](mailto:pablo@liverpoolworldcentre.org)

If you submit your application by post, please address it to: Liverpool World Centre, Toxteth TV, 37-45 Windsor Street, Liverpool L8 1XE.

Short-listed candidates only will be contacted after the closing date, with interviews to take place as set out in the introductory letter. Please provide a contact email or telephone number so that we can contact you if you are short-listed.

As this post involves direct contact with young people, the successful candidate will be required to undergo a DBS check.

## Notes for applicants on making an application

- The enclosed person specification lists the minimum requirements for this post. When short-listing for interview the selection panel will only consider the information in your application and will assess this against the person specification.
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the requirements. We very much value voluntary work as well as other life experiences so remember to include these as well as paid work experience. You must also give examples, of what you did to meet these requirements.
- In addressing the person specification it is worthwhile also considering the job profile to see how the skills or experience will be applied in the job.
- If you are short-listed for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.