Project & Events Co-ordinator

# Job description and person specification

Accountable to: Programme Director

Location: We have offices in Cardiff & Colwyn Bay, but operate a hybrid working policy that enables people to work from an office and from home in Wales. You will be required to attend the office or other locations as part of your employment

Contract type: Permanent.

Hours 28 hours pw (option for full time 35 hours if interested in other operational support work)

Salary: £24,000 FTE = £19,200k pro-Rata for 28hrs per week

Benefits inc: 5% pension contribution, generous holiday allowance, flexible working, ethical culture

# About TPAS Cymru

TPAS Cymru has supported social housing tenants and landlords in Wales for over 30 years and has a strong track record in developing effective tenant engagement through training, support, practical projects and policy development. We have an extensive knowledge of social housing with a focus on issues from the tenant perspective and for tenants’ benefit. We are also increasingly working to facilitate tenant participation in the private rented sector.

Locally we are developing best practice at landlord, tenant group and project level through practical advice, support, training and formal and informal consultancy. Across Wales we improve the quality of tenant participation through disseminating and promoting good practice.

At Government level, we contribute to policy change by informing about policy developments and issues, channelling the experience and needs of tenants and landlords to policy makers, and working with partner organisations to influence positive change.

Find out more at [www.tpas.cymru](http://www.tpas.cymru)

# Job purpose

As our Project & Events Coordinator, you will support us to deliver our programme of exciting projects and online & face to face events , helping us to ensure that our work is planned, managed and delivered effectively.

The work will be varied and includes the following:

## Event Planning & delivery

Supporting and coordinating the development and delivery of online and face-to-face events for TPAS Cymru including:

* Contacting and firming up guest speakers
* Supporting and producing briefings for speakers
* Identifying venues and resources
* Supporting positive relationships with event sponsors
* Helping with the promoting and marketing of events inc writing promotional material, making supporting digital assets, updating the website event section
* Supporting delivery of online and ‘in person ‘ events, with meeting support and producing follow-up materials for attendees etc
* Supporting the facilitation of online focus groups and networks sessions.
* Supporting the development of new training courses content and related marketing materials
* Supporting the delivery of training courses and facilitated sessions and workshops.

## Project Delivery

* Carrying out research and information gathering with our members and contacts by online surveys, telephone or video calls relating to current or future consultancy projects and produce research findings.
* Coordinating project programme delivery e.g., liaising with external organisations, scheduling meetings and activities to ensure programmes are kept on track, updated and to time.
* Working with staff and partners to coordinate the successful delivery of projects.
* Assisting with end of project report writing and evaluation

## Business Development

* Research and deliver recommendations concerning new development areas and growth opportunities.
* Undertake topical research into new developments in the fields of community engagement, digital communications and housing.
* Help to develop new tools, templates and engagement techniques.

## Communications & Marketing

* Use social media effectively and proactively to promote current projects and opportunities for our members and the sector.
* As a team member support and contribute to our digital engagement channels
* Write articles, blogs, publications based on agreed subjects
* Support colleagues to produce engaging marketing & communications material.

The post holder will report to Programme Director but as we are currently a team of 6 (but looking for 2 more to join our team). We work as a close team without rigid structures and hierarchy. We want you to feel confident to make decisions in areas of your responsibility and to contribute to the direction and success of TPAS Cymru and its members.

This role has opportunity for growth and promotion.

# KEY SKILLS / Person specification

This role would suit an organised individual, who likes a varied and stimulating role, and who likes to get involved in a variety of different disciplines.

* Well organised and able to organise others.
* Confident on the phone and in online meeting settings.
* Ability and enthusiasm to interact effectively and courteously with a wide range of people.
* Good digital skills – able to use (after some training) digital solutions such as Zoom, MS Teams, Google Meet and online survey tools with confidence.
* Confident and proactive in the use of social media platforms to promote work being undertaken and to market new opportunities.
* Effective and creative writing skills to showcase projects and to promote services.
* Ability to work with colleagues to develop questionnaires and outline scripts to get to the heart of research objectives.
* Ability to write creative and engaging communications.
* Good IT literacy skills.
* Ability to provide excellent customer service.

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