# **Events & Membership Coordinator – More about the role**

# **So, what is this role really like?**

**What makes this role interesting are 2 key features:**

1. This role really does have lots of variety in it, to enable you to develop and use your organisational and people skills.
2. We are a great team working across Wales. We are good at what we do and have a good culture and whilst other organisations say that...we really mean it.

**So, what does this role look like?**

We like supporting our member organisations across Wales and bringing tenants, social landlords, decision makers, such as Welsh Government, together, listening to lived experiences and sharing latest news and ideas in housing and communities. So, supporting the team to plan and deliver online and in person events and helping the team to build strong member relationships are key features of this fantastic and varied role.

You’ll be the welcoming, friendly and helpful point of contact for our members and at online and in-person events. You will also support the team to ensure that our work and member contact is planned, managed and delivered effectively and professionally.

Some examples of tasks during a typical week might be:

* In the morning you might be liaising with guest speakers or sponsors for an online webinar or large national event you are helping organise, ensuring they have all information they need
* In the afternoon you might be contacting venues to check availability and the suitably of venues to meet our audiences needs
* Another morning you could be supporting an online event, providing an initial welcome to attendees and taking notes.
* Then in the afternoon you might be collating resources from the event, slides etc, to share electronically with attendees and our members
* Another day you might pop out to a landlord member or tenant group event or Fun Day with our exhibitor stall to promote our work.
* Is there any travel? – some but not frequent. Mainly it’s occasional visiting members/groups in north Wales during working hours. We do hold occasion face to face team meetings in mid Wales and we have 2 big events a year that require overnight stays – our Annual Conference in mid Wales in November and our Annual Good Practice Awards in Cardiff late June/early July.

**How teamwork will turn your plans into reality**

We are currently a team of 6 and like all great teams we all have different skills and interests that enable us to support each other.

For example – Iona is amazing in setting up the logistics of online events; getting things onto our website, setting up registration, managing bookings, answering queries and is our in-house translator. You will quickly realise how much of an asset she will be to your role. Olivia leads on engagement projects and housing policy. Should you need it she will help you navigate the world of the Welsh housing sector. David1 is our is an experienced programme lead and has a great feel for what works and ideas on how to make events special and ensure people come back for more. Akshita is our Net Zero Engagement Officer and is leading on a growing area of influence for us. Martin as our numbers and data person will take care of costs and billing for you, and as HR lead, he will also manage your induction. Finally, the CEO (David2) is 100% behind this role. He wants you to grow and develop via training and experience and you will have his support.

Equally, we would expect you to support others in the team – this could be being part of a stall at a community fun day, helping a colleague arrange an event and contributing to ideas or proposals. No one works in isolation.

**What about office and hybrid working?**

Some things work better from home, some things like planning and creative work works well in the office, or off-site location, as well as supporting colleagues. Sometimes we need to be on location at members offices or at a community centre.

The Colwyn Bay office is always there when you want it, but you are not expected to be there every week.

**IT/Digital confidence**

We are increasing our use of communication and engagement technology: finding more digital solutions in our work. From social media, online meeting platforms, survey platforms, digital collaboration tools etc. You don’t need to be an expert as we will train you, but it’s not a role for people who are wary of trying new things in this area.

**Anything else?**

The ability to communicate in Welsh is a key requirement of this role. You will need to use your Welsh (but we have an in-house translator for translation work)

**Any questions? Do let us know:** [enquiries@tpas.cymru](mailto:Enquiries@tpas.cymru)