EVENTS COORDINATOR

VACANCY INFORMATION PACK
Hello,
It is my pleasure to extend a warm welcome to you as you consider joining our EHAAT family. The team who work with us are our most important asset.

Upon joining us, you will become part of a dynamic, fast growing organisation which is committed to being a safe and effective clinical care provider.

All of our actions are guided by our values – passionate in going the extra mile, professional in treating everyone as they would wish to be treated, innovative in driving forward best clinical practice, inclusive in creating a safe environment where everyone feels comfortable being themselves, trustworthy in working openly and honestly and dedicated because we care about the cause, our patients and each other.

We very much consider ourselves a family, and we hope that anyone who chooses to join us will feel as privileged as we do to work for such an amazing Charity. We have plans in place for a very exciting future and we would love you to join us on our journey!

Yours sincerely

Jane Gurney
Chief Executive Officer
OUR MISSION STATEMENT

Our aim is to save lives, reduce or prevent disability, or suffering from critical illness and injury, by delivering a first class pre-hospital emergency medical service to the people of Essex, Hertfordshire and surrounding areas.

Our highly skilled and specially trained pre-hospital care doctors and critical care paramedics work alongside our regional partners using helicopters and rapid response vehicles fitted with state-of-the-art life-saving equipment. Our critical care teams are dispatched by the East of England Ambulance Service NHS Trust.

We are here to assist everyone who lives, works, or is travelling through the region. The service is provided by the Charity free of charge to patients of all ages, from every background and faith, who require the most advanced clinical care.
It’s what we say, it’s what we do, it’s who we are…

**PASSIONATE**

We believe in our cause and are totally committed to the service we provide. The energy and enthusiasm we show demonstrates our motivation to sustain what we do.

**TRUSTWORTHY**

We are credible and honest; we do what we say we’ll do and we deliver high standards. We meet the needs of the patients we serve and we won’t let them down.

**PROFESSIONAL**

We show professionalism in every way, ensuring we do even the simple things well and that we portray the right image for our brand. We treat everyone as they would wish to be treated.

**DEDICATED**

We are loyal, kind, compassionate and considerate to each other – and to the patients we serve. We pull together as a family to achieve a common goal. We care about the cause and about each other; we are never off-duty.

**INNOVATIVE**

We drive forward clinical innovations and constantly look for ways to improve what we do – encouraging initiative, being creative, learning from our mistakes and being open to making changes when needed. We are successful and lead from the front with huge drive, determination and energy.

**INCLUSIVE**

Our goal is to attract, develop and retain talent from across society. This requires a culture of inclusion where all individuals feel respected and are treated fairly. Colleagues must act appropriately and treat each other with respect by listening to different viewpoints, opinions, thoughts and ideas, embracing and actively promoting a culture of inclusion.
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Events Coordinator</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Events Manager</td>
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<tr>
<td>Based at</td>
<td>North Weald</td>
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<tr>
<td>Contract</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working pattern</td>
<td>Full Time, 37.5 hours per week</td>
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<tr>
<td>Annual leave</td>
<td>24 days annual leave entitlement plus bank holidays</td>
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<tr>
<td>Pension</td>
<td>Automatic enrolment to our Pensions Scheme after 3 months</td>
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JOB PURPOSE

Support the Events Manager in the successful delivery of the Charity’s Event Programme. You will be a key member of staff in developing the programme and ensuring the finest delivery of events.
KEY RESPONSIBILITIES

- Provide support to the Events Manager in all areas as required including the event strategy and ensuring all objectives and targets are met.
- Support the Events Manager in planning the events calendar.
- Develop events both in Essex & Herts. Including working at allocated events. Working evenings and weekends when required.
- Work closely with the Events Manager to ensure event income, expenditure budgets and non-financial targets are met.
- Work closely with the Communications Team to ensure marketing and promotional material are created and delivered on time.
- Work closely with the Events Manager to develop existing events and the creation of new events.
- Have a good understanding of the Events Health & Safety practices and ensure these are in place and observed at all events.
- Actively promote events through local contacts/groups/organisations/leaflet distribution.
- Book external contractors and event equipment as required.
- Build existing relationships. Research potential new venues.
- Actively attend networking events to build new relationships. This may include attendance outside normal working hours.
- Actively encourage and increase supporter sponsorship sign ups across all events.
- Work with the Events Manager to develop event sponsorship with existing sponsors and research potential new leads.
- Understand and use the database system. Including reporting when required.
- Build a strong relationship with the Volunteer Team including our volunteers.
- Work closely with the Fundraising Team to cross promote our fundraising and events initiatives.
- Travel across both counties promoting the work of the charity and building relationships.
- To be responsible for data download from website for all event participants.
- Build and maintain relationships with companies for prizes for events.

PERSON SPECIFICATION

ESSENTIAL

- Previous experience in a similar role
- Have a “can-do” attitude
- Flexible and trustworthy
- Excellent communication skills
- Excellent interpersonal and people skills
- Ability to communicate with a wide variety of audiences
- The ability to inspire and motivate others to support the Charity
- To have a full driving license and have access to a vehicle
- Working adhoc evenings and weekends is a requirement of this post

DESIRABLE

- Good knowledge of Essex & Hertfordshire

HOW TO APPLY

Apply with a CV and covering letter to Caroline Beresford, Head of HR at caroline.beresford@ehaat.org

Offers of appointment will be subject to the receipt of satisfactory references.

INFORMATION IF YOU HAVE A DISABILITY

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to complete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

NOT THIS VACANCY?

why not join us as a volunteer? If you would like to know more about becoming a volunteer visit our website ehaat.org or send an email to volunteer.team@ehaat.org
“I just wanted to say it felt really good to be able to speak honestly, and reassuring that the organisation are so keen to act on lessons learned. I feel so supported and admire decisions being made, and how inclusive EHAAT is to everybody’s individual circumstances”.
TRUSTEE BOARD AND EXECUTIVE TEAM

Chairman

Board of Trustees

Chief Executive Officer

Medical Director
Finance Director
Fundraising & Marketing Director
Clinical Director
Operations Director

DEPARTMENT TEAM

Fundraising & Marketing Director

Events Manager
Events Coordinator

Events Consultant p/t
“I never thought about the importance of a strong ‘work family’ but I realised what a team can make out of strangers when I came to EHAAT. Common beliefs, common values, and an organisation that cares about both our success and our welfare. It’s like raising children, teaching us skills, discipline and helping us build our self-confidence so that we can think bigger and achieve more”.
At Essex & Herts Air Ambulance we recognise that wellbeing and performance are linked. Improving your ability to handle pressure and to balance work and home life can ultimately lead to improved individual and organisational performance and bring benefits to our team and our business.

As a business, our objective is to drive the understanding that our team members may need additional support from time to time and also that they are still more than capable of achieving within their role.

Our commitment to the wellbeing of our team is demonstrated with our Mental Health First Aiders, regular Mental Health training for our managers, Mental Health & Wellbeing Action Group and Chaplain support. EHAAT is committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidentially. To demonstrate this, we have signed the ‘Charter for Employers Positive about Mental Health’ making us a registered ‘Mindful Employer’.
"THEY SAVED MY DAUGHTER'S LIFE."

Two-year-old Charlotte’s airway became obstructed whilst eating lunch at nursery. She was turning blue when Essex & Herts Air Ambulance’s critical care team arrived and performed advanced techniques, allowing oxygen back into her lungs. Charlotte was then anaesthetised and flown to Addenbrooke’s Hospital, where she was woken by the hospital team the following day.

After such a long time without oxygen, there were fears of neurological damage. Amazingly Charlotte awoke with just a cough and croaky voice. A few weeks later, she visited the airbase to meet the team who saved her life.

This was all possible because of all the passionate, dedicated, hardworking EHAAT team that work behind the scenes...