

Events and Support coordinator

Fair Trade Wales is looking for an enthusiastic and organised coordinator who can use their skills to plan and support events, support grassroots communities in Wales and develop effective communications.

This role would suit a reliable and versatile team player, committed to the ethos of Fair Trade Wales, who enjoys variety in their job and is able to prioritise and organise their workload effectively. If you are passionate about justice and global equality, and want to encourage people to campaign for change and go further for Fair Trade, then this could be the job for you.

Fair Trade Wales is the national organisation for Fair Trade in Wales and works to support, grow and promote the Fair Trade movement in Wales, the world's first Fair Trade Nation. Our vision is to see an equal world, trading fairly. Come and join a friendly and Fair Trade organisation and help grow the world's first Fair Trade Nation.

Fair Trade Wales is established as a company, limited by guarantee with not for profit status. We work as part of the Hub Cymru Africa partnership which includes; Fair Trade Wales (FTW), the Sub Saharan Advisory Panel, the Wales for Africa Health Links Network, and the Welsh Centre for International Affairs (WCIA) and is based at the Temple of Peace in Cardiff. Hub Cymru Africa is currently funded by the Welsh Government's Wales for Africa programme. The post-holder will work in collaboration with Hub Cymru Africa (HCA) to maximise the effectiveness of the sector.

Details

Reports to:	National Co-ordinator, Fair Trade Wales
Term:	9 months
Salary:	NJC band 16, £23k (£13,700- 25 hours a week, 9 months)
Location:	Main office is Cardiff although other locations will be considered.
Hours:	25 hours per week - 0.7 pro rata
Pension:	Employer Contribution of 5% gross salary under the NEST scheme subject to 5% employee contribution
Annual leave:	25 days holiday pro rata/ pa excluding bank holidays
Flexible working:	All flexible working requests considered

Overall purpose of the role

The main purpose of this role is to:

- support and organise events, training sessions and meetings to strengthen and inspire Fair Trade action in Wales;
- provide ongoing support and resources to the grassroots campaigner network to embed Fair Trade further into their communities;
- create, plan and implement communications to engage new audiences and grow the Fair Trade movement in Wales.

Job description

Events and communications

- Plan, coordinate and run events and training, in English and Welsh as required, in line with Fair Trade Wales strategic objectives
- Provide logistical support to the International Fair Trade Towns Conference 2019
- Create and implement effective communications across all Fair Trade Wales channels (website, newsletters, social media), in conjunction with HCA and FTW staff

Coordination and support

- Liaise with Hub Cymru Africe colleagues to identify, train and support volunteers
- Organise the creation and distribution of a variety of bilingual resources for the Fair Trade movement
- Support and liaise with Fair Trade groups and the wider Fair Trade community to apply for small grants, implement projects and engage with Fair Trade Wales' wider work
- Participate in Hub Cymru Africa and Fair Trade Wales meetings
- Ongoing administrative support including updating relevant databases, ensuring compliance with relevant legislation (e.g. GDPR), inbox and correspondence management, processing payments, diary management, minute-taking
- Support the National Coordinator to ensure achievement of Fair Trade Wales targets

Cross-Cutting Responsibilities (shared with all Hub Cymru Africa staff)

- a) Ensuring that all work is planned and delivered as part of the Partnership Strategy.
- b) Contributing in a fair and proportional way to shared Partnership activities, including major events, communications and outreach work.
- c) Ensuring a good level of linkage with the work of other partners: Sub-Sahara Advisory Panel, Wales Africa Health Links Network, Wales Centre for International Affairs.
- d) Working with the Diaspora and Inclusion Officer to ensure that marginalised groups can access support and training.
- e) Reporting on progress to your line manager and, where requested by the manager, directly to the Partnership Board or Welsh Government.
- f) Recruiting, managing and/or supporting volunteers as required to deliver your work.
- g) Ensuring that the programme is delivered bilingually and actively increases the involvement of Welsh speakers.
- h) Contributing all relevant Monitoring, Evaluation and Learning required.
- i) Ensuring that funds are spent for the programme's approved purposes and that all transactions are supported with financial paperwork.
- j) Undertaking occasional other, relevant duties where delegated by your line manager.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> - Understanding of bilingualism and Welsh language 	<ul style="list-style-type: none"> - Ability to speak Welsh - highly desirable
Involvement in planning conferences and events	
<ul style="list-style-type: none"> - Knowledge of event planning processes - Have supported the planning of and participated in an event with at least 100 delegates - Demonstrate experience of planning, coordinating and running a variety of smaller events - Ability to learn from previous events 	<ul style="list-style-type: none"> - Creativity in event ideas and planning - Ability to identify needs and gaps - Have successfully supported visas for visiting speakers/delegates - Knowledge of venue options across Wales - First Aid trained or willing to become so
Community groups	
<ul style="list-style-type: none"> - Have worked/volunteered with or been a member of community groups for at least 6 months - Developed an understanding of community groups' causes and needs - Understanding of volunteers' motivations and needs - Ability to build good working relationships with different groups 	<ul style="list-style-type: none"> - Knowledge of Wales' geography - counties/towns/major public transport networks - Sound knowledge of Fair Trade and trade justice issues - Facilitation, presentation and training skills
Communications & resources	
<ul style="list-style-type: none"> - Excellent communication (oral and written) skills - Understanding of different styles and tones for different audiences - Ability to pick up new platforms and trends quickly - Understanding of good branding principles 	<ul style="list-style-type: none"> - Have used different communication platforms such as web-writing, newsletters or scheduling - Have managed, planned and created content for social media pages of a group or organisation - Experience of creating and commissioning bilingual resources - Have written and had published creative copy for digital
Administration	
<ul style="list-style-type: none"> - Ability to manage and prioritise own workload effectively - Strong organisational and administrative skills 	<ul style="list-style-type: none"> - Previous employment/volunteering in an administrative role - Confident in suggesting and implementing improvements to administrative processes

<ul style="list-style-type: none"> - Strong IT skills with experience of multiple platforms/programmes - Understanding of effective processes - Confident, warm and friendly manner - Ability to use initiative, work independently and as part of a small team 	<ul style="list-style-type: none"> - Experience of using G-suite - Understanding of GDPR requirements - Experience of working in an organisation with tight funding constraints
<ul style="list-style-type: none"> - Capacity to undertake some travel including overnight stays 	<ul style="list-style-type: none"> - Holds a driving licence