

JOB DESCRIPTION

JOB TITLE:	International Events Co-ordinator
GRADE:	Officer
DEPT/TEAM:	Innovation
REPORTING TO:	Head of International Events

Main purpose of job:

Responsible for providing comprehensive support to the International Events team in the delivery of international activity.

Specific Responsibilities

Project Support

- Maintain up to date and accurate records of all ongoing international projects including budgets, progress reports, minutes of meetings, contracts and other information.
- Co-ordinate and liaise with other internal and external stakeholders in ensuring the delivery of project objectives.
- Negotiate with any relevant parties over key project variables, and make executive decisions as appropriate when delegated by Head of International Events or Innovation Director.
- Facilitate the delivery of activities involving international partners.
- Arrange and facilitate project debriefs and evaluations.
- Represent Comic Relief at international fora and events where necessary.

Relationship Management

- Ensure that key relationship management measures are taken with regard to international partners (eg risk management, evaluation, thanking and ongoing maintenance).
- Help to identify and initiate new relationships which have the potential to contribute to Comic Relief's international strategy.

Team Support

- Provide comprehensive administrative support to the Head of International Events including information management, travel and logistics.
- Deputise for Head of International Events in key meetings if necessary.
- Provide ad hoc support to Head of UK Innovation eg website management

General

- Participate as a full member of the organisation, supporting initiatives and objectives across the whole organisation, particularly the Gifts in Kind programme.
- Undertake any relevant work delegated by the Head of International Events or Director of Innovation.
- Undertake all work with due regard to current Health & Safety legislation.
- Undertake to embrace diversity within not only the output we produce but also within the workplace.

PERSON SPECIFICATION FOR : INTERNATIONAL EVENTS CO-ORDINATOR

Grade: Officer

EXPERIENCE	WHY	IMP.	App	Int	Test	Test Format
Experience of managing or working with partner organisations in other territories	To maintain and develop ongoing relationships with all existing innovation partners.	Ess.	√			
Budget and contract management / monitoring	To assist with managing the legal aspects of all corporate contacts and ensuring that events are delivered within budget and within legal requirements.	Des.	√			
Making presentations	To create persuasive proposals and presentations to take to potential new partners.	Ess.	√			
Basic time and project management	To organise and manage workload, including planning, implementation, review and evaluation.	Ess.	√			
Administration of contact and reporting systems	To be self servicing for all administration, filing, and database records.	Des.	√			
COMPETENCIES	WHY	IMP.	App	Int	Test	Test Format
Budget and contract management	To assist with managing the legal aspects of all corporate contacts and ensuring that initiatives are delivered within budget and within legal requirements.	Ess.		√		
Communication Skills - Oral	To represent Comic Relief with clarity and confidence to people at all levels	Ess.		√		
Communication Skills - Written	To represent Comic Relief with clarity and confidence to people at all levels	Ess.	√		√	Written test
Computer Literacy (MS Office)	Essential for using our systems	Ess.			√	Written test
Customer Care	Needs to look after outside contacts in a professional manner.	Ess.		√		
Motivational Skills	To win support from partners	Ess.		√	√	Presentation test
Negotiation Skills	To liaise with external parties to ensure we get the best deal.	Ess.		√		
Presentation Skills	To create persuasive proposals and presentations to take to potential new partners.	Ess.			√	Presentation test
Problem Solving	Needs to take a pro-active approach to meeting project objectives and to making new ideas work.	Ess.		√		
Project Management	To organise and manage workload, including planning, implementation, review and	Ess.		√		

	evaluation.					
Relationship Management	To manage the expectations of internal and external contacts.	Ess.		√		
Time management and personal organisation	To work, organise and manage workload effectively.	Ess.		√		
KNOWLEDGE	WHY	IMP.	App	Int	Test	Test Format
Understanding of commercial business economics	To be able to take credible approach to new business and evaluate risks effectively.	Ess.		√		
Ability to define equal opportunities and diversity	Necessary for all staff, especially those with line management responsibilities.	Ess.		√		
Some knowledge of the issues funded by Comic Relief	To make a persuasive argument in support of the work we do.	Des.		√		
QUALIFICATION/OTHER REQUIREMENTS	WHY	IMP.	App	Int	Test	Test Format
Willing to work long hours in exceptional circumstances	To meet campaign deadlines	Ess.		√		
Willing to travel overseas on occasion	To attend events and fora with international partners.	Ess		√		