



The Great North Air Ambulance Service
Job Description

Job Title: Senior Events Assistant

Department: Marketing, Comms and Events

Main purpose of job: Responsible for supporting the planning, development, and delivery of events to raise funds and awareness.

Location: Progress House, Urray Nook Road, Eaglescliffe, Stockton-on-Tees, TS16 0QB

Hours: 37.5 per week (some weekend and evening work)

Contract Type: Full-time, permanent.

Salary Range: Band 2 (25,000-28,000)

Relationships:

- Responsible to: Events Lead
- Liaise with: Supporters, key charity stakeholders, volunteers, and suppliers.

Key Responsibilities:

- Support event lead on the management and delivery of events programme.
- Assist with communications to event participants, guests, enquirers, suppliers, and volunteers.
- Log data and communications accurately for all events on the charity's CRM database
- Support with events administration tasks.
- Manage events equipment, gifts-in-kind processes, and match funding requirements.
- Support delivery of excellent supporter care and experience.
- Support event preparation.
- Liaise with internal team members, external suppliers, and volunteers to aid smooth delivery of events.
- Attend events and activities when required, including some weekends and evenings.
- Assist Events Lead as necessary and take on duties as required.
- Attend training to develop skills and knowledge as necessary.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives.