

Event Co-ordinator role description

What is the goal to be achieved?

To contribute to the planning and delivery of events

- **Speak up events**
- **Annual General meetings**
- **Board meetings**
- **Volunteer forum meeting**
- **Healthwatch Hackney forums**
- **NHS Community Voice Meetings including the CCG Commissioning Intentions event**

What tasks need to be done to achieve this goal?

To help with the design and delivery of events by

- **Attending planning meetings**
- **Attending a briefing meeting on the day of an event**
- **Helping to facilitate events/workshops on the day by helping people to sign in, preparing the room, arranging seats and table, helping with refreshments and Healthwatch Hackney stalls, generally talking to attendees about Healthwatch Hackney. It is important that people with disabilities are helped as much as possible.**
- **Collecting feedback and evaluation forms and attending and contributing to internal feedback meetings**

Role description for one volunteer

Events co-ordinator

As a Healthwatch Hackney events co-ordinator you will work across projects to help with the design and delivery of different events. These will include NHS Community Voice meetings which take place at least once a month, Board meetings every 3 months if necessary, quarterly speak up events, the annual general meeting which is held once a year and the volunteer forum meeting which take place every month.

Your role will be to support the project co-ordinators and organisers to plan numerous Healthwatch Hackney meetings; these will include finding appropriate venues, arranging refreshments, sign in sheets and distributing and collecting evaluation and feedback sheets. Volunteers may also assist with publicity and promotion of individual events by distributing leaflets, sending emails and inviting people by telephone.

**Skills and Qualities Required
Essential**

- **Hackney resident or strong Hackney connection**
- **Good written and spoken English**
- **Good ICT skills**
- **Team player**
- **Well organised and punctual**
- **Good skills in community engagement**
- **Works well under reasonable pressure**

Desirable

- **Ability to speak another community language**

Level of commitment required

- **To commit to 2 days a month**

Training that could be offered

- **Volunteer induction**
- **Safeguarding training**
- **Other bespoke training**

Potential progression routes

- **Opportunity to learn all aspects of event management including promoting and advertising**
- **Opportunity to learn how to facilitate events and workshops**