

## Job Description: JQBID Events Coordinator

### JOB PURPOSE:

This is an exciting opportunity to be responsible for all aspects of event management for the Jewellery Quarter Business Improvement District. The Jewellery Quarter, a 20-minute walk from Birmingham City Centre, is packed full of culture and heritage, and attracts visitors from far and wide. The successful candidate will lead the delivery of an exciting events programme for the JQBID during an important year for the city as Birmingham takes centre stage in hosting the Commonwealth Games. This is a fixed term contract until 31st August 2022.

<b>Position</b>	JQBID Events Coordinator
<b>Reporting to</b>	JQBID Marketing and Communications Manager
<b>Start date</b>	November 2021
<b>Salary</b>	£25,000 per annum pro rata, paid monthly in arrears, direct to your bank account by banker's automated clearance service.
<b>Hours of work</b>	30 hours per week. Candidates must be flexible as hours fluctuate depending on BID requirements.
<b>Duties</b>	See below job description, which forms part of this offer.
<b>Annual leave</b>	20 days paid leave pro rata plus statutory bank holidays, resets every calendar year (Jan – Dec). Leave cannot be carried over.
<b>Probation</b>	Your fixed appointment is subject to the completion of a 6 week review.
<b>Notice of termination</b>	One month either side. The post is funded through the Jewellery Quarter Business Improvement District, which runs until 31st Aug 2022 and is therefore fixed term until such date.

## **JOB SUMMARY**

The Jewellery Quarter Business Improvement District (JQBID) is a defined area within which the local business community works together to deliver projects and services that improve the business environment and the experiences of visitors and service users. The JQBID is operated by the Jewellery Quarter Development Trust (JQDT), an independent community interest company (CIC) that is committed to the area's ongoing improvement.

High quality, varied events are a central part of the JQBID's and JQDT's strategy for increasing visitor footfall from Birmingham and beyond, by raising the profile of the historic and unique Quarter and the diverse businesses based here.

The JQBID team is looking to recruit an Events Coordinator to be responsible for all aspects of event management for the JQBID. They will be responsible for developing and delivering key events during 2021 and 2022 and to leverage the opportunity that the Commonwealth Games brings to the city. They will also be responsible for delivering events for our business community for networking and support purposes.

The Events Coordinator will be in control for all aspects of event management for the JQBID, including generating ideas for events, research, administration, delivery, budget management, and evaluation of impact.

Whilst working as part of the JQBID team, the Events Coordinator will be a self-starter who works flexibly and independently and with the various sub-committees, Company Directors and BID Levy Payers. They will report into the JQBID's Marketing and Communications Manager.

## **KEY RESPONSIBILITIES**

- To deliver the JQBID events calendar for 21/22, including managing the delivery of the JQBID's flagship event, the Jewellery Quarter Festival
- To act as the main lead for spear-heading activity in the Jewellery Quarter during the Birmingham Commonwealth Games Cultural Festival between March and September 2022
- To plan, coordinate and deliver all events to the agreed timelines and budgets
- To select and negotiate with suppliers and contractors whilst always ensuring quality control and value for money
- To work with designers to approve and produce event and marketing collateral
- To manage the promotion and communications of each event through appropriate channels including both digital and traditional marketing
- To implement and manage budget and invoicing

- To develop a feedback, analysis, and reporting process for evaluation of the events to be completed after each event
- To work in partnership with Jewellery Quarter businesses and venues who need support in delivering events.
- To support the Marketing and Communications Manager with ad-hoc marketing tasks

#### **KEY SKILLS & EXPERIENCE REQUIRED**

- Planning, organisation and project management
- Self-motivation and self-direction
- Communication and listening
- Relationship building and stakeholder management
- Flexibility
- Creative thinking
- Problem solving
- Must be educated to degree standard or hold a relevant qualification
- Must have 2+ years experience in an events or marketing role

#### **RELATIONSHIPS:**

Reports to: Steve Lovell (JQBID Marketing and Communications Manager).

#### **PHYSICAL CONDITIONS (work locations, hours, flexibility, overtime):**

The post holder will be based at the Jewellery Quarter Development Trust office, Studio 508F, The Big Peg, 120 Vyse Street, Birmingham, B18 6NF. There is flexibility to work from home part of the week.

The post is part time (30 hours per week), and it will be necessary for the post-holder to adopt a flexible approach to the job and work the hours to suit the needs of the service which will include some, evenings, weekends and occasionally bank holidays. Hours can be split across the working week or condensed into 4 days. There is 30 minutes for lunch.

The working day is flexible to suit operational needs and working times may change to take account of these, this will be pre-agreed with your Manager. Overtime is not usually paid, time in lieu may be given in some circumstances.