



## Events Assistant Job Description

Location	Based in the Newday office minimum 50% of working week; other 50% flexible based on employee and job needs Newday Office is in South East London
Hours	2 Days a week (14 hours)
Terms	6 month fixed-term contract, commencing ASAP
Salary	£27000 pro rata
Reports to	Head of Operations & Events
Responsible for	N/A
Overall Objective	To support with the delivery and coordination of Newday's events, with a particular focus on Newday Festival
Key Responsibilities	<p>Newday Festival</p> <ul style="list-style-type: none"> <li>● Supporting with operational delivery of the event</li> <li>● Assisting with the procurement of services for the event</li> <li>● Assisting with the production of the event</li> <li>● Assist with coordinating services, equipment and contractors</li> <li>● Taking responsibility for the administration of your assigned volunteer teams</li> <li>● Supporting with the management of the general email inboxes</li> <li>● Customer service before, during and after the event</li> <li>● Supporting the Festival Operations Leadership Team in fulfilling their functions</li> </ul> <p>Other Events</p> <ul style="list-style-type: none"> <li>● Assisting with the Coordination of other events as required</li> <li>● Anything else which is considered necessary and appropriate</li> </ul> <p><i>Please note: this role carries the requirement to be onsite for the entirety of the Newday Festival build &amp; break and live phases of the event.</i></p>
Works Closely With	<ul style="list-style-type: none"> <li>● Head of Operations &amp; Events</li> <li>● Newday Administrator</li> <li>● Newday Festival Operations Leadership Team</li> <li>● Newday One Team Volunteers</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>● Successful operational running of Newday Festival</li> </ul>
Knowledge, Skills & Qualifications Required	<ul style="list-style-type: none"> <li>● Essential: previous experience in coordinating events for multiple thousands</li> <li>● Essential: customer service experience</li> </ul>



	<ul style="list-style-type: none"><li>● Essential: Highly organised, administratively minded and able to work to deadlines with attention to detail</li><li>● Preferred: Event Management qualification</li><li>● Preferred: experience using event ticketing systems</li></ul>
Behaviours and Values	<ul style="list-style-type: none"><li>● Able to work in a team</li><li>● Committed Christian, under the equalities act of 2010 this role carries a genuine occupational requirement to be a committed christian.</li></ul>

If you would like to be considered for the above role, please send your CV and a covering letter to [gaz@newdaygeneration.org](mailto:gaz@newdaygeneration.org). Closing date for applications is Wednesday 5 March.

Interviews will be held on Monday 10 March.