



Vacancy: Group Event Administrator

Rate of pay: £19574 pro-rata

Length: 6 month (26 week) contract, 3 days p/w at 7 hours per day

Thursdays required in office. Additional two days can be from home/flexible.

Overview

Vintage Vibes, a charitable partnership between The Broomhouse Centre and Enterprises and LifeCare Edinburgh puts together people over 60, with shared interests, to tackle isolation and loneliness by creating long-lasting friendships.

In 2017, Vintage Vibes has been awarded funding by South Central Neighbourhood Partnership, South West Neighbourhood Partnership and Liberton and Gilmerton Neighbourhood Partnership to set up new meet-ups in South Edinburgh.

Vintage Vibes has a fresh approach to creating friendships based on sharing common interests and these new meet-ups will allow over 60s in the area to meet, socialise and share their interests in a group setting. We are looking for a part time Group Event Administrator to organise these activities during a six month period.



Role Description

Your aim is to set up and administer **4** friendship group meet-ups across three Neighbourhood Partnership areas - **South Central, South West and Liberton & Gilmerton** for over 60s and volunteers. These would be fortnightly meetups of 8-10 people focused on enjoying shared interests and increasing social connectivity for those who are socially isolated and lonely.

This role includes approx. **14** hours p/w organising volunteers, venues, transport, catering and activities as well as communicating with VIPs (over 60s) and next of kin and attending the group events. In addition, the role includes **7** hours p/w administrative support for volunteer and VIP processing; including database inputting and communications support.

Core Duties:

GROUP EVENT DUTIES...

- Co-ordinating 8 group meetups per month (4 groups fortnightly)
- Developing and promoting a 6 month programme of meetups
- Liaising with venues, volunteers and transport providers
- Completing risk assessments for venues, activities and VIPs
- Developing evaluation and generating feedback from meet-ups
- Producing end of 6 month Neighbourhood Partnerships Funding Report
- Represent Vintage Vibes at events and meetings
- Future sustainability planning for meet-ups

ADMINISTRATIVE DUTIES...

- Monitoring and processing new volunteer suggestions of interest
- Respond to enquiries in 'Hello' Inbox
- Track and update the VIP waiting list
- Maintaining the E-tapestry database with VIP and volunteer information including volunteer hours
- Managing weekly mail outs for new volunteers
- Scheduling new volunteer meetings for team members
- Additional ad hoc administrative duties
- Contribute to project reports as required



Requirements:

ESSENTIAL...

- Experience with Microsoft Office
- Experience organising events or meetups
- Ability to work from own initiative and with minimal supervision
- Friendly and personable demeanour
- Administrative experience
- Flexibility to attend meet-ups if required
- Strong interpersonal skills

DESIRED...

- Understanding of issues surrounding over 60s in Scotland
- Experience working or volunteering in third sector/charitable/care environment
- Experience with care/activities
- Experience with Microsoft Office 365
- Experience with ETapestry Database or relational database
- Experience with basic record keeping
- Have driving licence and access to a car

Application Process

Send CV and covering letter to hello@vintagevibes.org.uk by 12noon **Monday 22nd May 2017**

For more information on Vintage Vibes go to www.vintagevibes.org.uk

Any questions please contact Emily on 0131 455 7731 and hello@vintagevibes.org.uk