



Role Description – Events Officer

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of an Events Officer

2. Role summary

To plan and organize social events for u3a members

3. Skills and Experience

- Organisational skills and comfortable using technology for sending emails, and collecting and managing data.
- Creative and a good communicator
- A team player, this role will be part of the u3a committee.

4. Main responsibilities

Some of the responsibilities listed here may be shared with other u3a members. Where the Events Officer role is a member of the u3a committee and a trustee there are also additional statutory requirements and responsibilities of trustees.

- Develop an annual calendar of social events
- Research and propose new events based on member interests and feedback
- Co-ordinate all aspects of events, including venue booking, ticket sales and risk assessments
 - Undertake risk assessments for proposed events and activities to ensure members safety and adhere to relevant guidelines, including Health and Safety
- Helping to publicise events via the u3a website and Facebook page, local radio, meetings etc.
- Ensure sufficient volunteers are available to assist with events
- Maintain accurate records of event plans, budgets, risk assessments and volunteer information

5. Communication and administration

- Maintain accurate records of event plans, budgets, risk assessments and volunteer information
- Ensure events comply with u3a constitution, code of conduct and relevant policies
- Conduct a comprehensive handover to the incoming Events Officer upon completion of term