

FFWPU UK Job Vacancy: Events Coordinator in London Headquarters

Mathew Huish
December 13, 2019



We are looking for a talented, committed and conscientious individual for the position of Events Coordinator. This is an exciting opportunity for someone who enjoys the variety of a wide remit of tasks within their role and would like to play a key role in the Charity.

The Event Coordinator will organise outstanding and unforgettable events for the charity. For more details, please refer to the job description:

[Job Description: Events Coordinator 2020](#)

To apply, please submit your CV to Sylvia Lau on hr@ffwpu.org.uk no later than Friday 3rd January 2020.

If you would like to find out more information about this position, please email Sylvia. Please note that Sylvia's usual working days are Mondays, Tuesdays and Wednesdays.

General Overview:

Job Title: Events Coordinator

Department: Office of the National Director

Reports to: National Director

Work

Schedule: 21 hours per week Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend and bank holiday duties.

Location: 43 Lancaster Gate, London W2 3NA

Salary: £7.70 per hour (for over 24 year old) £8.21 per hour (for 21 – 24 year old)

Possible Start Date: 13 January 2020



Family Federation for World Peace and Unification

43 Lancaster Gate, London W2 3NA, UK

Tel :44 (0) 20 7723 0721

Email : hq@ffwpu.org.uk Website: www.um-uk.org

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Position Summary

FFWPU is searching for a talented and motivated Event Coordinator with a can-do attitude to organise outstanding and unforgettable events. You will be responsible for every part of event preparations, such as researching and securing venues, negotiating hire rates, preparing budgets, developing event plans and programmes, finding suitable staff and volunteers and evaluating success afterwards. You will work with various planning committees and assist with event marketing and delivering on objectives. The ideal candidate for this role should demonstrate exceptional organisational abilities, superb interpersonal skills, multi-tasking skills, and excellent time management.

Responsibilities and Duties

- Identify FFWPU's requirements and expectations for each event
- Brainstorm and implement event plans and concepts
- Book suitable venues
- Find suitable staff and volunteers, manage them and ensure they understand their roles
- Develop and manage event budgets
- Handle all logistics
- Conduct final inspections on the day and oversee the smooth running of the event
- Manage all event set-up, tear down and follow-up processes
- Update senior management
- Develop event feedback surveys
- Handle post-event reports

Any other duties as required by the National Director or Management, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK.



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Essential Qualifications, Experience and Skills

- Strong commitment to FFWPU's mission, vision and values
- Good leadership skills
- Excellent communication skills, both oral and written
- Experience in working with volunteers
- Well organised, good time management with excellent multi-tasking abilities
- The ability to work with people from diverse backgrounds effectively and sensitively
- Risk management experience
- Good knowledge of Microsoft office Suite and database systems

Desirable Qualifications, Experience and Skills

- Proficiency in various event software
- Access to a vehicle

Personal Attributes

This role is subject to an Occupational Requirement (OR) that the successful applicant is a practising FFWPU member who is committed to the values, beliefs and behaviours set out in the teachings of Sun Myung Moon and Hak Ja Han.

Self-motivated with an engaging level of enthusiasm.

Be innovative and creative towards getting work done.

Job Dimensions

The post holder has no line management responsibility for FFWPU UK employees and volunteers. He/she has no budgetary responsibility.

Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

Physical Demands: While performing duties of this job, employee is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear.

Work Environment: The noise level in the work environment is usually moderate.



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Travel Requirement: This post will require occasional UK travel, which may involve some overnight stays.

Risk Management

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.