

Social Events Team Coordinator

A u3a Social Events Team Coordinator is a volunteer committee role focused on organising, planning, and managing a varied, stimulating, and safe programme of social activities for members.

This role fosters community and friendship within the local u3a branch by arranging events outside of regular interest group meetings.

Key Responsibilities

- **Event Planning:** Devising, planning, and executing a schedule of social events throughout the year.
- **Logistics & Venue Management:** Booking venues, managing catering, ensuring licences are obtained if necessary, arranging transportation if necessary, ensuring all facilities are suitable and that we comply with the requirements of the venue.
- **Committee Liaison:** Presenting event plans to the Committee for approval and reporting back on the success, attendance, and feedback of events.
- **Financial Management:** Working with the Treasurer to set ticket prices, manage budgets, and ensure financial viability for each event.
- **Communication & Publicity:** Promoting events to members via newsletters, the website, and monthly meetings and listening to and requesting the views of the membership on types of event, venues, ticket prices, dates, times, etc.
- **Risk Assessment:** Ensuring all events comply with u3a health and safety guidelines.
- **Support:** organising a key committee of volunteers to organise events, finding volunteers to lead/assist on specific, large-scale events (like a staged Murder Mystery event) and supporting them, finding additional volunteers depending on assistance required on specific occasions.

Skills and Experience Required

- **Organisational Skills:** planning and logistics capabilities.
- **Communication:** strong interpersonal skills to interact with members, venues, and suppliers.
- **Delegation:** ability to manage volunteer teams for specific events.
- **Budgeting:** basic financial management skills. It's important to set and work to a budget! To date events have presented excellent value and as the Committee has decided to give some financial support to two events a year henceforth this should make some events even more attractive to anyone on a low income.
- **Proactive:** a self-starter with the ability to work under pressure.
- **Catering:** currently one member of social events team is a City & Guilds qualified chef which enables us to achieve health and hygiene compliance.