

Meetups and Events Coordinator – Job Description

Purpose

This is one of three 'Community Catalyst' roles. Reporting to Unite Foundation's All of Us Programme Manager, the purpose of a Community Catalyst role is to support the growth of personal interaction within the All of Us community. We want to improve connections between, and build community for, care experienced and estranged students. This role is a 6-month (plus induction) post that will also be a learning opportunity for both the charity and the student in post.

Specific Responsibilities

- Work with our Programme Manager to facilitate the setup and running of multiple events and meetups across the UK, in-person and online.
- Encourage and support members of the community to connect with one another through events and #AllofUsLocal meetups.
- Work with our Programme Manager to select three individualised Areas of Focus to focus your community-catalysing efforts around.
- Willingness to take on feedback and develop skills and knowledge, to integrate into Unite Foundation methods and procedures. Comply with organisational policies including data protection, brand, and safeguarding.

Key Personal Requirements

- Be a current UK Higher Education student from a care experienced and/or estranged background. Students must also join the online platform: <https://thisisusatuni.mn.co/>
- Background or experience in running events, events management or student society running. Some flexibility in hours (not needed in other 2 roles) to fit around meetups.
- Willingness to take on feedback and develop skills and knowledge, and integrate into Unite Foundation methods and procedures.
- A positive, pro-active ethic, mindful of safe working practices
- Ability to manage own time effectively, prioritising tasks when required

You will be able to access training and development opportunities as appropriate.

Salary: Real Living Wage @£13.15 per hour, 12 hours per month (during office hours), and additional agreed time for meeting attendance, training, and blog creation; to fit around your studies/commitments.

Location: Home-based, with own access to appropriate technology

Apply Online: <https://bit.ly/CCApplicationSep24>