



Friends of St. James's Park and The Green Park
10 Old Pye Street London SW1P 2DG
info@thethorneyislandsociety.org.uk

Job Description – February 2016

Title: Volunteer Events Coordinator – Part time*

Salary: Future incentive scheme* Expenses: Administration and travel costs reimbursed

Role

The Events Coordinator will manage The Thorney Island Society Visits programme and potentially other fundraising events that may come up from time to time. The Events Coordinator will be co-opted onto the Thorney Island Society Board of Trustees (Management Committee) and will be expected to attend Committee meetings held every 2 months to report to the Committee. The Thorney Island Society has no paid staff and exists solely on the volunteer efforts of the Management Committee and others who help us. The Events Coordinator will have support from the Committee Members but will be expected to work independently for the vast majority of their time.

Background Summary

The Thorney Island Society has run a popular Visits programme for many years which has allowed our Members and their guests unique access to many interesting venues in Westminster and beyond. The Society is now looking for an enthusiastic and energetic person to help build and shape our future programme. In 2015 the Society agreed to open up the Visits programme to non-members to help us grow our membership. By bringing into sharper focus our objectives and purpose we hope that our 2016 programme of Visits and fundraising events will help to motivate our existing members and encourage others to join the Society, at the same time raise funds to help us continue to do our important work.

Responsibilities

The Events Coordinator is a newly created role that will suit someone who can work independently from their own home. The candidate must be easily able to travel to our Archive in Old Pye Street, (SW1P 2DG) which will be the base for our future Visits programme. The main responsibilities of the Events Coordinator are:

- Organise an annual Visits programme (liaise with and book venues; produce a diary of events with written summary details)
- Build and update a contact list of venues that fit our objectives
- Be the contact point for Members and others who wish to book a place
- Manage receipt of money and financial reporting, keeping accurate records for the Treasurer to reconcile with our accounts
- Represent the Thorney Island Society in a positive manner in all aspects of the role.

Experience and Skills

This role would be suitable from people who come from many walks of life but would ideally suit someone who is particularly interested in the geographic area around 'old Westminster' that is the beating heart of the Thorney Island Society. You will need to be confident to work independently but also willing to collaborate with fellow Committee Members to achieve our common goal. You will enjoy working with the public and be efficient when responding to calls and emails on our behalf. You will be able to create a programme that enables the Society to raise funds by being financially aware at all times and able to manage risk and seize opportunities.

***We believe that for the right person this role has the potential to be developed into a more substantial programme which may attract funding or develop as a profit share scheme. Please talk to us about your ideas. Initially our expectation is that the Visits programme involves one visit per month but we are open to discussion.**

www.thethorneyislandsociety.org.uk

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