

## **Events Coordinator**

Salary £19,000-£27,000 (FTE)

Part time role, around 10hrs per week.

**Coaching 360** is a Business Coaching and Development firm, with a HQ based in Leamington Spa covering Coventry, Warwickshire and Oxfordshire. Operating for over 4 years we are a small dynamic team of fast paced, driven and exciting individuals. Our coaching team work closely with local business owners to help them grow of their business, increase their profits, give them back their freedom and ultimately help them achieve their goals.

Coaching 360 is the parent company to **ActionCOACH Warwick, The Owners Network, KeyNoteKevin** and more.

We are currently recruiting for a highly organised individual with an eye for detail to join our Coaching 360#TEAM on a part time basis, around 10hrs per week (could fit around school hours, plus occasional evening/mornings). No need for heaps of qualifications or experience. We're simply looking for the right person to fit within our team, who has all the right attributes to become an outstanding events coordinator.

### **Daily Tasks and Responsibilities across all brands include:**

- Liaising with the team on upcoming inhouse and external events
- Planning and overseeing the delivery of all events
- Booking venues, accommodation and travel
- Sending out email/physical invites to prospects and attendees
- Researching, interviewing and booking guest speakers
- Identifying gaps in the market for new opportunities
- Administration support for key members of the team
- Diary management
- Making follow up calls to keep in touch with event attendees
- Using social media platforms to engage and promote events
- Keeping accurate records of weekly KPIs and maintaining client database
- Work closely with and maintain great communication with other members of the team

### **Candidate requirements, are you ...?**

- Hard working with a positive attitude
- Highly organised with a fine eye for detail
- Creative, with the ability to think bigger and out of the box
- Able to negotiate and get the best price for bookings
- Confident with the ability to dress well for professional meetings
- Proactive and able to get things done with your own initiative
- Enjoy a challenge and also resilient to set backs
- Ready to work with a team of fast passed individuals

## Benefits of the role

- Uncapped monthly bonus OTE £500+ (FTE)
- Yearly Team bonus scheme OTE 3K+ (FTE \*after first full year of employment)
- 28 days annual leave per year (incl bank hols) + 1 extra day per year until max of 35 days (FTE)
- When your Birthday falls on a normal working day, we will as a gesture of goodwill give this as an additional day's holiday.
- Company credit card
- Generous pension scheme
- Mainly office based, but flexible working from home options
- Flexible schedule that could fit around school hours + a few evenings
- Onsite office car park
- World class training & development
- Unlimited career progression within the company.
- To be part of a #TEAM that puts fun and personal development at the heart of everything we do

**#TEAM – Together, Everyone, Achieves, More**

We're looking for someone to stand out during our recruitment process, how will you make sure that's you?

To register your interest in the role, please email  
[Lizzieroberts@actioncoach.com](mailto:Lizzieroberts@actioncoach.com)