

## Job Description

# F4A Event Organiser

Hours:	95 hours in total, averaging 4 hours per week, but exact pattern of working will be discussed at interview stage.
Rate:	£12.50 hr
Duration:	17 <sup>th</sup> July until 31 December 2023 (possibility of extension)
Location:	Home based but travelling to and working at event sites in Bucks
Reporting to:	Freya Clark & Janneke Elford
Team:	F4A Team
Role Purpose:	<b>To help organise BuDS support at Towersey Festival in August and 3 x COAM winter events, plus additional events that may be organised in 2023.</b>

### Background

Buckinghamshire Disability Service (BuDS) is a user-led pan-disability charity operating primarily in Buckinghamshire. We are a successful, dynamic, and influential charity, focused on supporting disabled people by fixing the biggest issues facing them. We aim to build a world which is Fair4All, including disabled people. Disabled people are often excluded from outdoor public events. This is not because they do not want to attend these events, but because the way the event is organized and staged creates barriers that make it difficult or impossible for them to attend. BuDS' free-to-use Fair4All event project helps event organisers remove those barriers and attract more disabled people to their events, making them more successful. There are over 40,000 disabled people in Buckinghamshire and over 100,000 families with a disabled member, so being more accessible can significantly boost an event's popularity and attendance.

### Specific Responsibilities

With strong support of F4A team, and as part of the wider BuDS team:

1. Liaise with event organisers and within BuDS to help plan and arrange BuDS' presence at the events and the support we will provide for disabled guests. This will include site visits.
2. Practical work around preparing, cleaning, replacing, and ordering event equipment, including attending BuDS' event store in Aston Clinton, Aylesbury.
3. Help prepare branding and promotional material around BuDS' presence at events.
4. Attend all events as part of the BuDS team to help ensure smooth operations over the day/weekend.

### Person Specification

1. Experience in coordinating events as well as the administration and preparation before events.
2. Highly organised, self-motivated, and punctual.
3. Collaborative and proactive approach.
4. The ability to problem solve under pressure.
5. Excellent communication skills.
6. Positive and flexible approach to working,

7. Ideally, good understanding of health and safety requirements relating to event management.
8. Flexible as this is not a standard Monday to Friday job: it involves working some day, evening, and weekend shifts.
9. Working knowledge of using MS Teams but full training will be given if needed.
10. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types.
11. Understanding and appreciation of the Social Model of disability. See <https://buds.org.uk/the-social-model-of-disability/>

**BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role. Please don't be deterred from applying: help us to understand how we might make it possible for you to do this job by changing the way we work.**

*BuDS is committed to safeguarding all those with whom it works. This post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS. Character and work references will also be taken up.*