

We are looking to recruit a part time self-employed Events Manager on an initial 6 month contract ideally commencing in July 2025. Applicants should submit a CV with short covering letter to: info@ageconcernliphook.org.uk

Interviews will be held week commencing 23rd June 2025.

Job Description

Job Title:	Events Manager
Location:	Home-based
Hours:	up to 10 hours per week
Reporting to:	Chair of Trustees
Status:	Initial 6 Month contract – self employed

About Age Concern Liphook

Age Concern Liphook is an independent charity (Charity number: 900065), which aims to support the older residents in our community and promotes independence and well-being, giving them the confidence to embrace life in later years. We run a series of fun and interesting activities and events through the year, bringing people together and seeking to create new friendships and reduce social isolation.

Job Purpose

- To oversee the day to day management of events for the Charity
- To identify and introduce new services and events for our clients.
- To recruit and coordinate volunteers for the Charity
- To develop services as agreed by the Trustees
- To assist with fundraising activities

Main Duties

Events

- Manage and develop existing services;
 - The Cuppa Club: fortnightly Mondays 2:00 – 4:00pm
 - Lunchtime trips out – Last Friday every month (Garden centres, Pub lunches, etc)
- Coordinate and oversee other Age Concern Liphook events and maintain an annual events planner.
- Oversee the Risk Assessment & Health & Safety process for events and activities
- Identify new activities and initiatives and assist in setting up new projects as directed
- Consider new ways to fundraise to support the ongoing operations and activities.

Volunteers

- Maintain a register of Volunteers with contact details and availability.
- Recruit volunteers to support events and where appropriate, induct and train
- Ensure all volunteers have the appropriate DBS checks.
- Monitor volunteer numbers to ensure there are sufficient to run the services

Clients

- Maintain a register of Client contact details and records of their abilities and health issues
- Support the promotion of events and activities to existing clients and potential new clients via social and other media as appropriate.

Reporting

- Attend meetings (expected to be monthly) and provide update reports to the Board of Trustees
- Liaise and report into the Chair of Trustees regularly
- Provide an annual Events report to the AGM

New initiatives

- Research new project initiatives to gauge need in the local community
- Assist in setting up new projects as directed

Skills & Attributes

- Professional approach
- Excellent communication skills
- Good IT Skills (Word, Excel)
- Ability to prioritise own workload
- Self-motivated and able to work on own initiative
- Able to undertake research when necessary
- Excellent organisational skills
- Flexible approach to working