

Graduate Vacancy

Job Reference Code	TGR 1765
Job Title	Graduate Events and Communication Coordinator
Salary	£20,000 - £25,000
Location	Northamptonshire
Degree Required	Relevant subject
Skills Required	<ul style="list-style-type: none"> • A relevant degree • Experience in event management • Creative • Experience of working with the public • Excellent administration skills • Experience of developing and delivering presentations • Good organisational skills, including ability to work within tight deadlines • Ability to work flexibly and as part of a team, and to use own initiative • Excellent communication skills • Numeric competence • Experience in using Microsoft office, emailing and social media platforms.
Description of Role	<p>To facilitate and manage events, to promote the company through events, and social media, and work flexibly to achieve the aims of the company and to provide clerical and administration support.</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Project management of events. • Liaise and work in partnership with external bodies to lead, manage and support events and/or activities. • Maintain the company's website/Facebook/Twitter on a regular basis. • Create, publish and circulate newsletter. • Further promote the company through alternative online networking sites, to develop social media methods for ensuring communication is dynamic and contemporary and reaches a diverse audience. • Write press releases and articles to publicise the events, activities and achievements. • Respond to all media enquiries in timely manner. • Ensuring all health and safety regulations are adhered to and risk assessments are done on a regular basis, referred to and complied with. • To be responsible for ensuring data quality and as such the integrity of

	<p>management information through the proper use and safekeeping of data and record systems both manual and computerised.</p> <ul style="list-style-type: none"> • To support the provision of democratic services including preparation of reports. • To support the financial management, to include purchasing, stock control, data input and production of financial reports to committee. • Manage and assist, when required, projects, plan and schedule project timelines and milestones. • Identify and resolve issues • Develop and deliver progress reports, proposals and presentations.
Vacancy Availability	Immediate