



**WELLBEING  
ECONOMY  
ALLIANCE  
SCOTLAND**

## WEAll Scotland Events Co-ordinator – voluntary position

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June 2019

### About this role

The Wellbeing Economy Alliance Scotland is looking for an Events Co-ordinator to support us with the successful delivery of a range of events, from large one day conferences to smaller seminars. This is an exciting opportunity to work with a newly formed NGO which has already worked in partnership with Baillie Gifford, Oxfam, the University of Edinburgh, Scotland's Futures Forum, Rethinking Economics and the Economy Committee at the Scottish Parliament.

### About the Wellbeing Economy Alliance Scotland

The Wellbeing Economy Alliance Scotland ([WEAll Scotland](#)) works with a cross-section of Scottish society to support Scotland be a key player in the global movement for a wellbeing economy. Pioneering initiatives are springing up across Scotland which demonstrate an alternative economy is possible. We aim to connect and amplify these initiatives through events and communications, and by working with partner organisations who share our vision.

### About this role

This voluntary role will provide support to the WEAll Scotland team for external events. To date we have undertaken a number of events including, a one day conference (the Wealth of Nations 2.0, which attracted almost 100 delegates), an evening seminar (with Rethinking Scotland), a private meeting at the Scottish Parliament (in association with the Economy Committee and Scotland's Futures Forum), a consultation event with a local community (in partnership with MAEDT and Oxfam) and a private dinner for the finance sector (hosted by Ballie Gifford).

We envisage undertaking a number of similar events over the next 6 months including a one day conference (on Thursday 31 October), a training event (with the Rapid Transition Alliance) and more consultation events with local communities.

We welcome applications from people from a range of backgrounds who meet the criteria outlined below and the following conditions:

- Commit to a minimum of 7 hours per week, for six months
- Are resident in Scotland
- Have access to a personal computer/laptop to work with colleagues via a range of electronic platforms

### Job Description

#### Minimum tasks

- Coordinate different aspects of WEAll Scotland events, including one-day conferences, seminars and external meetings
- Source and liaise with venues over catering, room set up and technical support

- Liaise with speakers, workshop chairs and delegates
- Maintain and manage delegate lists
- Prepare holding slides
- Commission design and production of pop up stands and marketing material
- Liaise with sponsors and external organisations over use of logos
- Order material for events, such as print materials and stationary

#### Additional tasks that would be desirable depending on candidate skills and capacity

- Source speakers and workshop chairs for events
- Draft briefings for speakers and workshops etc.
- Draft content for WEAll presentations

### Who we are looking for

#### Essential criteria (in a voluntary or professional context)

- Two years experience of event/conference management (either as main job or as part of a wider role)
- Experience of commissioning publicity material for events
- Experience of maintaining a contacts database and a demonstrable understanding of GDPR
- Good written communications skills
- Well organised and capable of taking forward instructions with minimum supervision
- Competent in use of Eventbrite, MS Office (including Excel and PowerPoint) and software packages to support dispersed working such as Dropbox
- Ability to work on own initiative with limited supervision
- Flexibility to undertake work, including a presence at events, during the working week and in the evenings.
- Passionate about the aims of the Wellbeing Economy Alliance

#### Desirable criteria (in a voluntary or professional context)

- Knowledge of Zoom, Mailchimp and/or Slack.
- Experience of sourcing images for presentations and publicity
- Understanding of the challenges of working within a geographically displaced team

### How to apply

If you are interested in applying for this post, please send your CV with a covering letter of no more than 2 pages, outlining how you meet the essential and desirable criteria outlined above, to [scotland@wellbeingeconomy.org](mailto:scotland@wellbeingeconomy.org).

The closing date for applications is 6pm on Sunday 30 June. We anticipate holding interviews in Edinburgh on Tuesday 9 July and in Glasgow on Wednesday 10 July.