

Decibels – Project & Events Manager (Full-time)

This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Trustee-Directors in consultation with the post holder.

Reports to: Managing Director, Decibels

Location: Reading, Berkshire

About Decibels

Decibels is a Reading-based organisation that promote arts-based education and training of deaf & disabled children and young people to develop their creativity and unlock their abilities, principally through the use of technology.

Starting mid-2016, Decibels is launching 2 exciting new initiatives, the **Decibels Year of Sound** and the **Decibels Week of Sound**. With a focus on these 2 new initiatives, Decibels is looking to create a new position of Project & Events Manager to organise these on-going initiatives. This will be a dual-role managing both 'time-cost-quality' and events planning.

Key Deliverables

Project Management

- To manage and drive the full project life-cycle for the Decibels Year of Sound and Week of Sound initiatives
- To oversee the transition of the above initiatives into life-cycle management
- To manage key stakeholder relationships, risks and issues
- Oversee the day-to-day management of key Decibels initiatives as required by the Decibels managing Director

Events Management

- Coordinate full event management function
- Identifying, securing and booking locations for Decibels events as required by the Decibels Leadership Team
- Researching and formally proposing potential new opportunities for events
- Identify and secure attendance from key speakers and attendees
- Enable sponsorships, potential partners or exhibitors for events
- Plan and implement event timetabling and staffing requirements
- Coordinate and execute event promotional activities

Team working

- Attend regular update meetings to discuss and report on work progress with line manager.
- To maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti discriminatory practices.

These are the required core activities. However, some flexibility is required in this small organisation and all employees are required to perform other duties to ensure the efficient running of the charity.

Candidate Profile

Requirements	Essential	Desirable
Demonstrable event management experience	*	
Excellent project management and organisation skills	*	
Familiarity with standard project management methodologies	*	
Excellent communication and interpersonal skills	*	
Ability to prepare and co-ordinate work to strict deadlines and under pressure	*	
Ability to work both independently and as part of a team, to be proactive, self motivated and determined	*	
Previous experience within a charity, community or corporate fundraising environment.		*

Employment Details

- Responsibility:** See above
- Job Title:** Projects & Events Manager
- Hours of work:** 36 hours per week (Full-time)
- Based at:** University of Reading, Reading, Berkshire
- Remuneration:** Dependant on experience
- Probationary Period:** Six months
- Notice Period:** 2 calendar months for employer and employee, following a satisfactory probationary period. During probation, notice will be one week either side.
- Holiday Details:** 30 days holiday per annum plus bank and public holidays (pro rata).
- Expenses:** All approved out of pocket expenses incurred in undertaking official business will be met.
- Training:** Training will be provided where needed.

For further information, please contact
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