

PROJECT AND EVENT CO-ORDINATOR
6 MONTH FIXED TERM CONTRACT / £24,000 PER ANNUM PRO RATA
FULL TIME (40 HOURS PER WEEK)
BASED IN BIRMINGHAM (WITH SOME HOME WORKING AND TRAVEL)

On behalf of our client, we are excited to be recruiting for A new Project and Event Co-ordinator to support the Project Manager to undertake an ambitious project to provide cycle training opportunities across the West Midlands region.

ABOUT THE COMPANY

The Company is a national cycling training provider who have very ambitious and exciting growth plans. Working with the West Midlands Combined Authority, charities, communities, education providers, businesses and organisations, the purpose of this new role is to drive cycling programmes to empower and enhance the lives of those around us.

ABOUT THE ROLE

We are looking for 3 x Project and Event Co-ordinators to join our team. Reporting to the Project and Event Manager, you will be busy working with local communities to initiate interest in taking up cycling training. You will then be responsible for co-ordinating all elements of the delivery of the events (which will be delivered by Cycle Training specialists) in the West Midlands region.

What will I be doing?

- You will work with a range of stakeholders (including local communities, education providers, not for profits, charities and organisations) to encourage the uptake of free cycling training opportunities.
- You will play a key role in planning and co-ordinating all elements of bookings in line with the project management plan

About You

- You will have the personality to work with / build effective relationships with a wide range of stakeholders.
- You will have strong organisational / planning skills and be able to manage competing priorities.
- You will have excellent attention to detail.
- Previous experience of working with community-based projects is not essential but will be a distinct advantage.
- You are a hard-working and reliable individual.
- A passion for cycling would be an advantage - we'd love you to share your cycling skills!

All the other bits you need to know.

If you're available to start work immediately and are ready for a challenge, then get in touch!

We have an office hub we are setting up in B11 2BE and whilst there will be flexibility to work from home it is most likely to be office based for most of the time.

This is a 6 month fixed term contract to support this particular time bound project, however this is a growing business with the potential for opportunities elsewhere in the business.

The salary is £24,000 per annum pro rata
25 days annual leave