



Kummissjoni Ejjew Għandi

KUMMISSJONI EJJEW GĦANDI

Central Office
72A, Triq Villambrosa,
Ħamrun

Events Coordinator (20hrs/week)

Job Description

(Ref. KE/2017/26)

DEADLINE	17 January 2018
ROLE PROFILE	The Events Coordinator will develop and deliver a range of events such as dinners, seminars, conferences, publicity events, seek opportunities to raise income through fund raising activities. The events will be in support of the organisation's ethos and objective. The Events Coordinator is accountable to the Finance and Administration Manager.
TERMS AND CONDITIONS	<p>The Events Coordinator will have a pro-rata starting salary of €16,227 per annum rising by annual increments of €350 up to a maximum of €19,377. The role also benefits from €700 annual car allowance and a 5% performance bonus at the discretion of the Director.</p> <p>The role be based at <i>Ejjew Għandi</i> Central Office in Ħamrun with travel required to the different venues where services are offered by the organisation.</p> <p>The new appointee will be required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to six months probationary period. The person appointed will be subject to the rules and regulations of <i>Ejjew Għandi</i> and the Archdiocese of Malta.</p>
KEY RESPONSIBILITIES	<p>Events</p> <ul style="list-style-type: none">• Organise at least one event per month. The event will either be aimed at raising funds or raising the profile of the organisation.• Will meet a target of fund raising at least €18,000 per year.• Will organise two annual social activities for all Ejjew Għandi staff.• Manage events on the day including setting up and coordinating internal staff.• Liaise with various services and keep an up-to-date diary of all events to limit clashes and conflicts• Ensure the organisation has relevant promotional equipment kept in good order at all times. <p>Managing venues</p> <ul style="list-style-type: none">• Will coordinate all bookings to use Ejjew Għandi venues, such as halls etc.• Will work alongside their colleagues in the finance & administration team to develop new premises to be used to raise funds.

Children's Homes • Domestic Violence Shelter • Community-Based Prevention

T: +356 2247 0900 W: [facebook.com/EjjewGhandi1](https://www.facebook.com/EjjewGhandi1) E: info@ejjewghandi.org

Member of International Catholic Child Bureau

Fondazzjoni għall-Opri Soċjali fl-Arċidjoċesi ta' Malta VO/1415

Other responsibilities

- Work collaboratively with other organisations within the Church in Malta and Gozo and the Archdiocese of Malta as necessary
- Meet legislative and all relevant regulatory requirements
- Ensure the values of Ejjew Għandi and the Archdiocese of Malta are upheld across the organisation
- Carry out duties in accordance with Ejjew Għandi principles, policies and procedures
- Attend meetings and training courses as required, including regular supervision meetings and annual appraisal with the Finance & Administration Manager
- Undertake from time to time such other tasks as may be required including administrative duties in connection with the post
- Uphold and implement the policies and procedures of Ejjew Għandi throughout all aspects of the work of the organisation

QUALIFICATIONS AND EXPERIENCE

A good standard of general education including Maths, English and Maltese are essential. It is likely that the job holder will have a degree level education. Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

PERSONAL QUALITIES

- Embrace Ejjew Għandi's values and behaviours that support the values
- Committed to Ejjew Għandi's vision
- Self motivated
- Resourceful and able to perform under pressure
- Good inter-personal skills, creativity and an energetic personality
- Solid organisational skills
- Ability to manage multiple projects, priorities and deadlines
- Willing to take responsibility and be accountable

HOW TO APPLY

Please send a written statement detailing how your skills match the requirements listed in this Job description and quoting Ref. KE/2017/26, together with your CV and the contact details for 2 Referees to:

Andrew Azzopardi
Director
Kummissjoni Ejjew Għandi
Email: info@ejjewghandi.org

Ejjew Għandi's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission.

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