

Event Crew Coordinator

Role: Event Crew Coordinator

Band: B

Team: Levy Payer Communications

Reports to: Events Manager

Band Descriptor: To support all areas of event delivery, set up, management and breakdown.

Contribution to Corporate Business Plan: Supporting and Coordinating.

Role Purpose: To provide support to the events team in the delivery of AHDB's corporate objectives.

Key Responsibilities:

- Act as main delivery driver for UK events (Shows and Conferences) to ensure event equipment is delivered to shows in a timely, efficient and safe manner. Driving a variety of vehicles up to and including a Luton Van.
- Build a variety of trade stands, ranging from our own modular stand apparatus, to overseeing custom-built stand using third party providers
- Oversee the maintenance of all equipment at on-site events
- Support Event Managers with on the day issues to ensure stands are safe, well-designed and functional
- Provide on-site support: risk assessments, HACCP, health and safety or technical issues
- Support key aspects of the Event Warehouse, including maintenance of equipment, publications and racking/storage systems to support Events Warehouse Executive
- Provide cross functional support for all events

Job Specific Activity (not a definitive list):

- Act as the primary coordinator for the delivery of equipment to UK events
- Assist with set-up, build and breakdown of events (predominantly in the UK)
- Support Event Managers to deliver UK events
- Support the efficient management of the goods-in/good-out service
- Provide cover for the Event Warehouse during absence and annual leave
- Support the delivery of a small programme of on-farm events
- Liaise with Event staff for booking, collecting and returning equipment
- Cleaning and servicing kit on return from events
- May be required to undertake other duties as prescribed by the line manager as appropriate

Delegated Authority:

- No budgetary responsibility

Person Specification – Knowledge/Skills/Experience:

- Experienced and confident driver
- Experience of health and safety
- Manual Handling qualification/certification
- Health & Safety trained
- First aid trained
- Proven organisational skills
- Significant experience in manual handling
- Experienced in using Microsoft applications such as Word, Excel
- Good communication skills
- Experienced in working as part of a team
- Ability to work independently
- Able and willing to travel including overnight stays and some weekend work

	Area of Expertise	Level Required
1	Influencing & Negotiating	1
2	Creating & Inspiring Commitment	1
3	Facilitation Skills	2
4	Planning & Organizing	2
5	Continuous Improvement	1
6	Process Management	2

	Behaviors	Level Required
1	Customer Mind-Set	2
2	Performance Driven	2
3	Respecting Others	3
4	Working in a Matrix	2

Version	Date	Author	Description
V2	20 June 2019	Ruth Ashfield	