



## The Daniel Spargo-Mabbs Foundation

### Bookings and Events Coordinator

#### Role Overview

Job title	<b>Bookings and Events Coordinator</b>
Salary	£25,000 pro rata per annum
Location	Combination of DSMF office (Purley, CR8 2BR) and remote working
Contract type	Permanent
Hours of work	17 hours/week (0.45fte) including occasional evening and weekend work. Flexible working around core hours of 10am-3pm. May need to be available on stand-by during TiE tours in case of emergency.
Reporting to	Head of Operations
Closing date	<b>Monday 11<sup>th</sup> March 2024</b>
Summary	You'll be responsible for arranging and confirming bookings for Theatre in Education play performances within schools, coordinating DSMF events and working with the existing Bookings Administrator to support our ever-growing delivery of drug education workshops withing schools. A key aspect of your work will be developing effective professional relationships with the theatre companies commissioned to deliver the performances, and with the schools we work with.

**The Daniel Spargo-Mabbs Foundation** is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safe choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol, and improving their life skills & resilience. We work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see [www.dsmfoundation.org.uk](http://www.dsmfoundation.org.uk)

#### Job Description and Person Specification

##### A – Theatre in Education play tour coordination

*'I Love You, Mum – I Promise I Won't Die' is a verbatim play, written by Mark Wheeler, that tells Dan's story. Each year the DSMF commissions annual school tours in both London and Scotland/northern England, plus increasingly regular mini-tours elsewhere in the UK. We currently work with two theatre companies, one for each tour. Each live theatre performance is followed by an interactive workshop delivered by the cast, exploring key issues from the play and encouraging reflection & processing. The bookings process begins once the parameters for the tour are agreed, usually approximately 4-6 months in advance.*

Your key responsibilities would include:

1. Plan and book performances of TiE performances of ILYM in schools and community venues

- a) Liaise closely with Head of Operations, Director and Theatre Company staff to confirm the parameters and plans for each tour.
  - b) Communicate with schools to inform them about the TIE tour and how to book performances, and follow up communications as necessary – organizing individual bookings in order to maximise bookings within each tour and minimize travel time etc.
  - c) Collate and complete booking information including dates, times, numbers of students, year groups, funding arrangements, follow up resources required.
  - d) Create student feedback surveys to send to schools. Communicate booking updates regularly to the relevant Theatre Company(ies).
  - e) Liaise with Head of Operations to coordinate arrangements of externally funded performances within the tour(s).
2. Co-ordinate performances of TIE performances
- a) Ensure full completion and return of booking form in advance of each performance.
  - b) Send reminders to schools prior to bookings and confirm practical arrangements for set up, timings, parking, access etc; following up as necessary.
  - c) Liaise closely with cast & production manager to ensure that all logistics are in place, and to assist with answering queries & fixing problems as they arise.
  - d) Ensure schools have materials and resources for follow up as agreed.
  - e) Keep shared systems up-to-date with play information - including calendar and bookings spreadsheet
3. Report on effectiveness of TIE tour
- a) Collect evaluations and feedback from schools, and chase up as necessary.
  - b) Collate feedback data and comments, contributing to the final report for trustees and theatre companies.
  - c) Collect photos and videos of each tour throughout, for use on social media, website and funders reports.

#### B – Events coordination

*The DSMF holds a small number of events each year: some specifically aimed at fundraising, including the annual quiz night; some information-sharing events for our key and potential supporters, including the annual Year in the Life event; and some focused on highlighting our work in a new geographical area, including the recent showcase events in Glasgow and Aberdeen. The whole team usually get involved in these, often also volunteers and external partners, each contributing their specific area of expertise – agreeing the content, suggesting attendees, designing logos and publicity material, planning communications, galvanising the fundraising focus, setting the budget, contributing to practical arrangements etc.*

Your key responsibilities would include:

1. Coordinate events and activities organised and delivered by DSMF, including:
  - a) putting together and monitoring the event plan (in conduction with the senior leadership team and Fundraiser as relevant), ensuring the event is planned & delivered successfully and efficiently.
  - b) communicating with other members of the team, including volunteers and external partners, allocating tasks and responsibilities as appropriate.
  - c) setting up online ticketing events as required, providing clear information for invitees/delegates.
  - d) coordinating communications, before and after each event.
2. Collate feedback from attendees/delegates where appropriate and contribute to team-wide debriefings and reflections regarding recommendations for future planning.

#### C – Bookings administration:

*The key aspect of our multi-component drug education programme is our work within schools, delivering high quality evidence-based workshops to students, parents/carers and teachers – both in-person and via webinar/online streaming. Demand from schools continues to grow, and we currently work with over 700 schools across the UK, with the workshops delivered by our team of trained Drug Educators. Bookings are currently managed by our Bookings Administrator who coordinates the Foundation's drug education bookings within schools and other settings, matching the requirements of each school with availability of the drug educators. Due to ongoing demand for our work, we need to also increase our capacity to respond to requests.*

Your key responsibilities would include:

1. Work alongside the existing Bookings Administrator to coordinate DSMF bookings with schools for student and school workshops supporting young people to make safer choices about drugs and alcohol
  - a. Communicate clearly and promptly with schools, colleges and community groups regarding potential bookings, using knowledge of DSMF programmes to recommend the most suitable sessions as required and ensuring schools are fully aware of the full range of resources and support available to them.
  - b. Liaise with Drug Educators to determine their availability and manage the shared diary to maximise the efficiency of booking schedules.
  - c. Ensure Drug Educators have sufficient information to plan and deliver workshops and talks effectively, including providing collated and per-school data.
  - d. Provide Drug Educators with any student resources required for their events.
  - e. Provide information, links and supplementary materials to schools in a timely manner, before and after events.
  - f. Build effective partnerships with organisational sponsors (e.g. councils, Met Police) ensuring that requested enrolment data and reports are provided in a timely manner.
2. Assist in data collection for internal and external reports
  - a. Maintain a detailed record of all drugs education bookings (currently in an Excel spreadsheet).
  - b. Produce specific event surveys using Survey Monkey in discussion with Head of Education and Engagement, and provide reports as required
  - c. Work with the Head of Operations regarding developments and improvements to the bookings process as required

#### D – Other

*We are a small but highly motivated team of staff and volunteers. We have high standards and are ambitious to do everything we can to support as many young people as possible to make safer choices about drugs. We all have our own areas of expertise and experience, and are able to achieve our objectives through collaboration and team working.*

Your key responsibilities would include:

- Coordinate travel and accommodation for the team as required.
- Assist with adhoc project administration as required.

- Communicate positively and effectively with all members of Team Dan – staff, contracted workers and volunteers; keep staff and trustees informed of developments, ideas and opportunities.
- Fully integrate equalities issues into all aspects of the work and where appropriate involve beneficiaries in the work of the Foundation.
- Be self-servicing in terms of all administration and use of IT, using a range of software and systems.
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.
- Promote the aims, objectives and profile of the Foundation.
- Please note that this role may include occasional travel
- Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

Benefits:

- 25 days (pro rata) paid annual leave plus bank holidays, employer contributions to pension scheme, free car parking (shared between team) at office, flexible working arrangements, office easily accessible by public transport.
- We are kind, we laugh often, and we enjoy eating cake.

**Person Specification (A = assessed by application; I = assessed by interview)**

ESSENTIAL	DESIRABLE
<b>Knowledge and experience</b>	
<ul style="list-style-type: none"> <li>• Experience of planning and coordinating events - both one off and a complex series of events (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a charity / social enterprise (A/I)</li> <li>• Experience of working with children and young people (A)</li> </ul>
<b>Skills and qualifications</b>	
<ul style="list-style-type: none"> <li>• Good IT skills with the ability to use a variety of IT packages (MS Word, Excel, Powerpoint, Gmail) and a track record in learning/using other software packages (A/I)</li> <li>• Able to be administratively and IT self-serving (A/I)</li> <li>• Excellent inter-personal skills, allowing you to quickly build professional relationships in a range of contexts (A/I)</li> <li>• Excellent organisational skills with experience of making efficient use of limited resources (A/I)</li> <li>• Ability to communicate effectively, both in writing and orally (A/I)</li> <li>• Ability to prioritise and manage your workload to ensure deadlines are met (A/I)</li> <li>• Excellent time-management and multi-tasking skills (A/I)</li> <li>• Creative problem solving (A/I)</li> <li>• Attention to detail (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Key competencies</b>	
<ul style="list-style-type: none"> <li>• Ability to work within a team as well as independently (A/I)</li> <li>• Ability to use own initiative (A/I)</li> <li>• Enthusiastic, self-motivated and flexible (A/I)</li> <li>• Tact and diplomacy (A/I)</li> </ul>	
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>• A genuine passion, commitment and motivation to support young people to make safer choices about drugs (A/I)</li> <li>• Able to work flexibly, particularly within peak times (A/I)</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Comfortable and efficient with hybrid working models, including working in the office at least one day per week (I)</li> <li>• Ability to work flexible hours as required, including occasional evenings and weekends (I)</li> <li>• Must be eligible to work in the UK (I)</li> </ul>	

**Application instructions:**

If you are interested in joining the team and meet the essential criteria for this post, we'd love to hear from you. Please send your CV with a detailed personal statement, referring to the person specification to focus on what you would bring to the post

**Send applications to:** [admin@dsmfoundation.org.uk](mailto:admin@dsmfoundation.org.uk)

**Application deadline:** Monday 11<sup>th</sup> March 2024

**Interviews:** w.b. 25<sup>th</sup> March 2024

Thank you for your interest in this post.