

# River Aln Boat Club

## Job Description

### JOB TITLE

- *RABC Social Secretary*

### MAIN PURPOSE AND SCOPE OF THE JOB

- *Coordinate all Club events, both member and public, and manage selected events.*

### POSITION IN ORGANISATION

**Reports To:** *Commodore*

**Responsible For:** *No direct reports.*

**Budget Responsibilities:** *As allocated for each event by the committee.*

### DUTIES AND KEY RESPONSIBILITIES

- *Be a fully paid-up member of the River Aln Boat Club and optionally a Committee Member (see separate Job Description).*
- *Act as Events Coordinator for all Club Events. This includes:*
  - *Plan, develop and coordinate the Club's schedule of annual member and public events (listed below).*
  - *Marketing & Publicity including Web, email and posters*
  - *Booking system for ticketed events, e.g. email or Web including Eventbrite. Collection of fees and donations.*
  - *Liaison with speakers, venues, local organisations and suppliers including e.g. ACR, Coastguard, CST and RNLI.*
  - *Volunteer recruitment*
  - *Administrative support*
  - *Report to Committee including schedule, budget and post-event reports. Take feedback and update the plans. Claim expenses.*
- *Work with existing Event Managers (for Volcano Night, Coffee Mornings, Boat Park Clear Ups, Cruise in Company, Push The Boat Out and AGM).*
- *Act as Event Manager for remaining events (Winter Programme, Paddle to Lesbury, Excursions). This includes:*
  - *Planning the event agenda e.g. for tides, task allocation, risk assessment and budget if required.*
  - *Management on the day.*
- *Store and manage the Club's event resources (gazebo, tabards, etc.). (Note: It may be possible to arrange storage elsewhere)*

*Note: Templates for plans, posters, risk assessment and for Eventbrite Web booking sites exist for all regular events, together with reports of previous years. A lengthy handover period of support will be available.*

### GENERAL RESPONSIBILITIES

- *Support the aims of the Club*
- *Attend and support Club events as far as possible*

## Person Specification

*The qualities, skills and experience we are looking for in the person we would like to engage.*

	CRITERIA
<b>SKILLS AND ABILITIES</b>  Skills the applicant would need to do the job	<i>Clear and concise written and spoken communication skills including hosting Club meetings and trips.</i>  <i>Access to, and familiarity with, the Web and email, preferably also Eventbrite.</i>  <i>Ability to create simple marketing materials e.g. email newsletter and A4 poster.</i>
<b>EXPERIENCE</b>  Experience the person would need to do the job	<i>Experience with organizing events.</i>  <i>Managing, supporting and motivating volunteers.</i>
<b>KNOWLEDGE</b>  Knowledge this person would need to do the job include any specific qualification or training requirements.	<i>Basic knowledge of health and safety legislation.</i>  <i>Basic understanding of tides (although support can be provided in this).</i>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>  Any other qualities you are looking for from the applicant	<i>Willing to travel locally and occasionally work unsocial hours</i>