

# Events Coordinator

## About Parent Zone

[Parent Zone](#) is a social enterprise that sits at the heart of modern family life, providing advice, knowledge and support to shape the best possible future for children as they embrace the online world. We bridge the gaps between parents, policy and platforms, providing insights and knowledge in order to shape a better future for all.

Since 2005 we have worked with partners such as Google, FaceBook and the Home Office to develop innovative projects, giving families information, support and advice.

We are optimistic about the future while recognising the challenges families face in bringing up children in a digital world - challenges we seek to ameliorate.

## The role

This role will involve working with colleagues to deliver some of Parent Zone's largest projects and most important corporate partnerships.

You will be coordinating a number of aspects across multiple complex projects, delivering plans and maintaining high standards at every level of delivery.

## Experience:

- You will have experience of organising logistics including setting dates and making logistical arrangements.
- You will be a skillful communicator who is accustomed to collating essential information with a keen eye for detail and meticulous attention to detail
- You will be used to working to targets and enjoy the challenge of making things happen
- You will enjoy supporting our wide range of partners -including schools - and be able to provide exceptional customer service.

- You will be flexible and able to juggle multiple projects whilst maintaining quality for each of them.

## **Skills and capabilities**

- You will be a resilient and reliable team player, keen and enthusiastic in equal measure.
- You will have outstanding organisational skills and the ability to understand multiple different project priorities.
- You will be comfortable using a range of systems for planning and to record information i.e Monday.com, Capsule (or similar CRM system).
- You will be a confident tech user and have an interest in technology and innovation.
- You will have an excellent eye for detail and be comfortable working across multiple elements within a project.
- You will have experience of working with the education/ public sector.
- You will have an interest in delivering virtual products and services.

To apply, please send your CV and a covering letter outlining your suitability for the role to [rebecca@parentzone.org.uk](mailto:rebecca@parentzone.org.uk). Please note that applications without a covering letter will not be considered.