

County Events Coordinator



About the role

Purpose: To coordinate and support the delivery of county events in partnership with the county programme team, the PR and Growth team, the Adult Support Volunteer and office staff.

Reporting to: ACC Leadership and Chair of Programme Team

Location: County-wide / flexible, with attendance at meetings and events as required

Time

commitment: Flexible, with busier periods in the lead-up to events.

Role

description: We are seeking an organised, dependable and enthusiastic volunteer to join our county team as County Events Coordinator. This is a rewarding opportunity to help shape memorable county events and create positive experiences for those involved. Working closely with the county programme team and wider support team, the postholder will play an important role in turning plans into successful events through clear communication, strong administration, and a supportive approach.

What you'll do

- Support the county Programme Team in planning, organising and coordinating county events.
- Work closely with the Chair of Programme Team, Chair of PR & Growth, and the Adult Support Volunteer to help deliver a well-organised and effective county event schedule.
- Maintain the county events calendar and keep key dates, venues and arrangements up to date.
- Liaise with office staff to ensure smooth communication and effective administrative support for events.
- Assist with bookings, event logistics, and the sharing of information with relevant volunteers and stakeholders.
- Prepare event information, schedules, briefings, and other supporting materials.
- Monitor progress on event actions and follow up on outstanding tasks when needed.
- Handle sensitive information with strict confidentiality and discretion at all times.
- Provide practical support before, during, and after events, including evaluation and feedback.
- Promote a positive, professional, and welcoming experience for all involved.

Who we're looking for

The following skills would be particularly valuable:

- Good organisational skills and attention to detail
- Strong communication skills, both written and verbal
- Ability to work collaboratively
- Confidence using email, online documents and basic administrative systems
- Ability to manage a range of tasks and prioritise effectively
- A positive, flexible approach
- Ability to handle sensitive information with discretion and maintain confidentiality
- An interest in events, community activity, or programme delivery.

What's in it for you?

This role will offer you the chance to make a meaningful difference to county events and the people and communities they bring together.

It is an opportunity to build confidence, develop coordination and communication skills, gain valuable experience in event planning and administration, and be part of a supportive team creating memorable moments for others.

For someone who enjoys helping things happen, and seeing the impact of their contribution, this can be a highly rewarding volunteer role.

Reasonable out-of-pocket expenses incurred whilst carrying out this role may be reimbursed in line with the Girlguiding finance policy.

How to apply

To express interest or request further information, please contact Mandy Ludlow at cc@girlguidingnorthamptonshire.org.uk or Lesley Ingle at accleadership@girlguidingnorthamptonshire.org.uk.

Formal applications should be submitted by 12 June 2026.
Informal enquiries are welcome.

Please complete all relevant sections of the application form as fully as possible. You may type your responses directly into the spaces provided. If you need any support with your application, please contact Mandy or Lesley on the above email addresses.