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SSAP



EYST Wales/ Sub-Sahara Advisory Panel

BME Youth Invest Work Placement

Job Description

- Job Title:** Events Assistant
- Hours of Work:** 16 hours per week (flexible)
- Location:** Clarence House, Cardiff, CF10 5FB
- Salary:** National Minimum Wage – age appropriate
- Responsible to:** Director – Sub-Sahara Advisory Panel
- Responsible for:** Volunteers; Attendees; Performers; Venue and Speakers.

About Sub-Sahara Advisory Panel (SSAP)

Sub-Sahara Advisory Panel (SSAP) was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in International Development and add value to the sector. From inception the organisation seek to utilise skills, capacity and knowledge found within Welsh African diaspora communities for the benefit of all. This includes giving advice on how to deliver effective international development interventions by contributing a sound understanding of cultures and the social economic realities of everyday life in Sub Saharan countries; support diaspora communities who are delivering their own development initiatives and utilising the skills found within the community to deliver interventions in Sub-Saharan Africa.

In October this year, SSAP will celebrate it's 10th anniversary in style. It will host an 'African Summer/Autumn Ball' where it's members, friends and supporters will attend an evening of entertainment, music, food and dance. This red carpet event will be see attendees dressed in their best African attires. We re looking for an event assistant to help plan and organise this fabulous night.

Key responsibilities:

- Assisting SSAP Youth and staff in organising events, ranging from small meetings to award ceremonies. You will be mainly responsible for the SSAP@10 event.
- Promoting events across all social media platforms
- Supporting SSAP staff team with logistical and administrative support
- Maintaining records of all bookings e.g. venue and catering and taking payments where necessary
- Assisting with creative decisions
- Attending all meetings to act as a second point of contact
- Ad-hoc duties at events including, but not limited to, dealing with venue, attendees, sponsors, performers and speakers.
- Helping set up and dismantle events efficiently through to completion
- Ensuring all branded items for events arrive on time
- Assist in looking for sponsors for the event
- Use social media to market and publicise the event

Essential requirements:

- Educated to A-Level standard or equivalent. A degree is desirable, but not essential
- Strong commercial acumen
- Confident with all Microsoft Office packages
- Writing and numeracy skills
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Personality profile:

- Creative and used to thinking outside the box
- Excellent networker
- Passion for events
- Able to work independently as well as part of a team
- Personable and presentable
- Eager to contribute new ideas
- Experience recording and reporting projects outcomes
- An understanding and commitment to equal opportunities
- Excellent communication skills
- Good planning and interpersonal skills
- Ability to work on own initiative
- Self-motivated and able to work to deadlines and under pressure
- Competence in IT, including Email, Powerpoint, Word, Excel

Aims of the Post

- a) To work with SSAP team to plan and organise the Africa Summer Ball
- b) To help promote the event
- c) To find sponsors for the event.