

**Job Title:** Events Co-ordinator

**Location:** Hybrid with 3 days in the office – split between Birmingham City Centre and Ardens Grafton

**Salary:** Band B – starting at £27,509.43

**Hours:** Full-time 37.5 hours per week, Monday to Friday 9 - 5 (occasional evening and weekend work required)

**Term:** Fixed term – 2 years - with the possibility of extension

**Benefits:**

- 25 days holiday + bank holidays
- Workplace pension scheme
- Critical illness cover
- EAP support package
- Full training provided
- Team away days

**About us**

Act on Energy is a leading energy advice charity, working across Worcestershire, Warwickshire and the wider West Midlands. We may have energy in our name – but it's people at the heart of our organisation, because our vision of eliminating fuel poverty and reducing carbon emissions is good for everyone, and our planet.

That's why we work tirelessly with our partners and local communities to tackle the causes of fuel poverty and help mitigate the impacts – all whilst helping to drive the net zero agenda. If you come to work with us, you'll be joining a dedicated yet dynamic team that's focussed on changing our clients' lives for the better.

**The Role**

This is an exciting opportunity to join Act on Energy working on our flagship project across the West Midlands Combined Authority areas. Soaring energy prices and debt over the last few years have really hit hard. Many people are experiencing fuel poverty for the first time and many more simply don't know where to go for support.

This role is focused on organising and delivering a variety of energy related events – from drop-in advice surgeries to large scale partnership events across the West Midlands.

You'll need energy, enthusiasm and a genuine 'can do' attitude. You'll turn creative ideas into engaging events for residents, working closely with our delivery officers and partners to keep a busy programme running smoothly in a demanding environment. Whether you're speaking with householders, local authority managers, or elected representatives' offices, you'll be building positive relationships and communicating with confidence.

Working alongside our Marcomms team, and in collaboration with our existing Events Coordinator, you'll create clear, compelling content for our website and social media channels to build engagement, extend campaign reach and help every event achieve the greatest possible impact.

**About You**

You will need excellent interpersonal and communication skills, together with the energy, initiative and a positive attitude to identify new event opportunities and deliver every event with enthusiasm.

You'll also need a diligent approach to detailed planning, delivery and post-event evaluation. Future event recommendations should be informed by robust data, return on investment and meaningful feedback.

You'll need a creative mindset so that each event is bespoke to its target audience, while making the best use of limited budgets. This role gives you the freedom and trust to develop bold, original event concepts and assets and take ownership of bringing them to life. We want you to explore unexpected possibilities, challenge the usual approach and confidently turn your ideas into impactful experiences—not simply book stalls at existing community events.

### **Skills & Experience**

- Excellent event planning and delivery skills
- Confident interaction with key stakeholders
- Excellent self-management skills – able to work independently whilst also collaborating with team members and building partnerships with other support networks.
- Enthusiastic yet empathetic problem solver with the ability to be calm under pressure
- Flexibility to respond positively to workload changes – and a willingness to get 'stuck in' with other work as required
- Confident with recording and reporting on data insights.
- Experience in developing campaign promotional materials and social media assets
- Full driving licence and car are essential.

### **Training**

An understanding of energy issues will be an advantage, but full training and support will be provided to you including a Level 3 qualification in Energy Awareness.

### **Terms of employment**

- Subject to a 3-month probation period
- Fixed term contract of 2 years, with the possibility of extension

Interviews will be held in person at our head office, in Ardens Grafton near Alcester.

### **Our mission / core values.**

At Act on Energy, we strive to engage with householders to support them through their energy journey offering a full home energy support service and impartial advice with the householder at the centre of all that we do.

We ensure that we handhold the most vulnerable householders through all their energy needs and aim to empower others to make ongoing decisions that will provide better health and economic outcomes for residents of Warwickshire, Worcestershire, Coventry, Solihull, Birmingham, and the wider West Midlands.

**To apply** please send your CV and a cover letter to [jobs@actonenergy.org.uk](mailto:jobs@actonenergy.org.uk), with the subject heading as 'WHWM Events Co-ord'.

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Every application is read and reviewed by a member of our team, not by AI.