

**Event Coordinator** (Full time)**Assistant Event Coordinator** (Full time)**Apprentice Event Coordinator** (Part-time)**About GSi Events Ltd**

At GSi Events, we manage and deliver 68 of the UK's best mass sports participation events annually as part of our 9 brands; The Edinburgh Marathon Festival, The Bournemouth Marathon Festival, The Scottish Half Marathon, Scottish 10K, Kilomathon, Big Fun Run series, Dog Jog series, Men's 10K and Supernova Run.

We are looking for enthusiastic and hard-working individuals, who will take incredible pride in delivering to an exceptionally high standard, to join our team. Reporting to the Event Director, we want someone who is eager to continually learn and challenge themselves to help build and deliver world-class events as part of the very best team in the world.

**What you'll be doing**

As a member of the Event Team, you will be fully supported while you work with as part of the team in the planning and delivery of all of our events. This will involve managing key relationships with suppliers but most importantly, our Event Delivery Team. A key, and arguably the most important part of your role, will be working with people. We are looking for someone who understands and favours face to face interaction in the building of successful working relationships. As such, your interpersonal skills must be of the highest level.

Each of our brands are unique and have different objectives. You will ensure that the tone and ethos of each event brand is communicated and displayed in each and every area that you work in. This will require excellent brand understanding and attention to detail in your work and an enthusiasm to create a 100% on-brand experience for each and every participant.

We are looking to recruit one experienced Event Coordinator for a full time post. This would suit someone with at least two years experience in outdoor events.

We are also recruiting for a full time Assistant Event Coordinator role which would suit a graduate who is looking for their first step onto the career ladder in the events industry. In addition, we are searching for a part-time Apprentice Event Coordinator. This role would suit someone who perhaps studying in their second or final year of an event management course who wants to build up their experience during their studies.

**We're looking for someone who:**

- Understands the importance of relationships with Event Team and key stakeholders and can demonstrate examples of how you have positively worked with people before
- Endeavours to deliver to the highest standard possible and wants to go the extra mile
- Understands the importance of ensuring all areas of work reflect the appropriate brand and tone for each individual event.
- Is organised and can work to agreed deadlines
- Can listen, work hard and take pride in adding value to the team
- Has an understanding of IT and enthusiasm to work with technology

This is a fantastic opportunity for the right people with the right attitude and passion to grab it and join what is the best team in the world: fact.

**Salary:**

Event Coordinator circa £20,000 - £25,000 per year

Assistant Event Coordinator circa £17,000 - £18,500 per year

Apprentice Event Coordinator circa £16,000 per year (pro rata)

You will be based at our spectacular offices within the Edinburgh International Climbing Centre at Ratho with a significant amount of time spent out on site and meeting with Event Team and stakeholders. Candidates in possession of a clean UK driving license would be desirable for this role.

If you think you would be a suitable candidate to join our team, please send us your CV and a covering email to [HR@gsi-events.com](mailto:HR@gsi-events.com) referencing which role you are applying for and specifically details why you are ideal for the role.

Closing date for applications is 5pm on Friday 30th August. You must be available for an interview the following week.