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Events Manager

Hours:

Full time

Position:

Paid

Type of work:

Events Management

Type of work:

Marketing

Employer:

CoderDojo Foundation

Summary:

Experienced Events Manager

Description:

Location: Dublin, with travel to other sites and event venues

Rate: €35000 ? €45000, dependent on experience

Basis: permanent; full-time, part-time or flexible

Eligibility: you must be eligible to work in Ireland

The role

CoderDojo is a global movement of free coding clubs for young people between the ages of 7 and 17. Clubs (Dojos) running all over the world give young people the opportunity to learn to build websites, apps, programs, and games, and to explore technology. The first Dojo was started six years ago, and there are now more than 1500 active Dojos in 75 countries, enabling 45000 young people to learn how to code in a fun, social environment. The CoderDojo movement is supported by the CoderDojo Foundation (CHQ 20812), which is part of the Raspberry Pi Foundation family.

Coollest Projects is one of CoderDojo's flagship initiatives. The event takes place annually at the Royal Dublin Society and sees young people from the global CoderDojo community come together to share their projects. Established in 2012 by a core group of CoderDojo volunteers and industry professionals, its primary purpose is to recognise and reward creativity within the CoderDojo community. Within just six years, this unique initiative has grown from a small occasion with fewer than 100 people taking part into an international event with thousands of attendees. Last year, more than 10000 community members from all over the world came to Coolest Projects to witness projects built by more than 750 young people.

We are now looking for an experienced Events Manager to oversee the organisation, execution, and delivery of Coolest Projects as we seek to scale it globally. You will also be responsible for the organisation and execution of other key CoderDojo events. This will involve working with the wider community, supporting events from a distance, and acting as the primary point of contact for volunteer teams.

In addition, you will work closely with both the CoderDojo Foundation community team and with colleagues from the Raspberry Pi Foundation to organise, support, and attend events of high value and impact to the CoderDojo community. The ideal candidate will have a keen eye for detail and an impressive track record of organising and executing events.

The CoderDojo Foundation's staff is a team of ten people based in Dublin. Our offices are in Dogpatch Labs, a co-working space in the city centre, where we also run a Dojo for local young people twice a month. We are passionate about education and technology. We are also known for playing card games over lunch. If you are looking to have a real-world impact as part of a growing global movement, then this is the organisation and the role for you. Find more information about our team [here](#) [1].

Main responsibilities

Cooltest Projects event

- Work with the Cooltest Projects Advisory Board to help shape the vision and plan for the initiative
- Take primary responsibility for the design and delivery of Cooltest Projects:
 - Work with the events company to ensure successful delivery
 - Oversee the layout, design, and flow of the event
 - Lead the delivery of the flagship project showcase
 - Work with the team of dedicated volunteers
- Work with the wider partnerships team to initiate and foster relationships with relevant leading companies, design their presence, and ensure maximum event engagement
- Devise innovative, creative ways to engage members of the public in the event through workshops and hands-on activities
- Formulate and execute an outreach strategy to drive engagement with the event in the CoderDojo community
- Prepare briefs, press releases, and communications to ensure maximum exposure and public awareness of the event
- Coordinate all required external suppliers, external contracts, and purchasing
- Run the event to budget, identifying potential cost-saving opportunities
- Manage event intern

Additional responsibilities

- Maintain the CoderDojo Foundation's events calendar, and ensure that events are adequately resourced by members of the team and the community
- Evaluate event criteria against strategic objectives to identify the most high-impact opportunities for the CoderDojo Foundation
- Manage engagement and participation in flagship, external, and community-hosted events
- Work with the wider Raspberry Pi Foundation team to measure impact of events
- Find creative ways to reach our target audiences, particularly to engage people who would not ordinarily think that digital making is for them

Experience and personal attributes

You should have:

- At least three years' experience in the events industry, with a track record of organising large-scale events
- Relationship management experience, with previous accomplishments in sales or sponsorship

You should be:

- A natural collaborator with a history of working across teams to achieve results
- Passionate about technology, education, and digital making, and familiar with the ecosystems and communities that surround these fields
- A strong communicator

You will ideally have:

- A strong network in a relevant sector, such as technology, education, digital making, social enterprise, or non-profit
- Experience of working with and coordinating volunteers

Timetable for applications

Closing date: 17.00 GMT 9 November

Face-to-face interviews: 10-14 November

Application details:

Apply here >> <https://raspberrypi.workable.com/j/A83D045BE7>

Region:

Dublin, Ireland

Closing date:

9 Nov 2017

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