

Job Specification

Post title	MaaMonth Events Officer
Responsible to	MaaMonth Manager

Role Purpose

- The role of the MaaMonth Events Officer is to create, organise and lead MaaMonth events i.e., MaaMonth launch party, bucket collection, games night etc

Role Outline

Key responsibilities and objectives of the job:

- To lead MaaMonth events considering the inclusiveness, pricing, time and logistics, delegations and execution of events.
- To suggest sustainable events to boost fundraising and increase awareness of MAA
- To work closely with the MaaMonth team in promoting MaaMonth events and activities
- To work closely with the MaaMonth team
- To attend MaaMonth team meetings
- To escalate any issues to the MaaMonth Manager
- To complete any tasks given by the MaaMonth Manager

Key Skills

- Organisation
- Team Work
- Leadership
- Creativity/innovation
- Budget Management
- Critical thinking
- Communication- Written and Verbal
- Interpersonal Skills
- Time Management
- Attention to detail

Essential Experience

- Ability to priorities workload
- Experience of committee work and procedures
- Demonstrated effective leadership skills in a role

Desirable Characteristics

- Punctuality- attend MaaMonth monthly meetings
- Enthusiasm
- Efficiency
- Decisive
- Impartiality, fairness and the ability to respect confidences

- Approachable and sensitive to the feelings of others
- Ability to work well with the lead.
- Reliability
- Taking initiative
- An eagerness to attract students to MAA (Maternal Aid Association)
- Represent MAA and MaaMonth