



www.peakdistrictmosaic.org
Charity Registration number: 1166407

Trustee - Activities & Events Coordinator

The Trustee responsible for coordinating activities and events will be overseeing, managing and promoting the schedule of group activities in the Peak District National Park. The ideal person will be passionate about outdoor activities and community engagement, with excellent organisational and communication skills to ensure that activities are well-organised. This involves a range of activities & events including group walks, cycling and residential events.

We welcome applications from people who have a lived experience – with an understanding of working with or have worked with Black, Asian and Minority Ethnic communities, and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

Activities & Events Coordinator role would include:

- Working with the Activities & Communications Committee team, to help them build capacity.
- Attending and participating in Activities & Communications Committee meetings.
- Attending regular Board meetings, usually bi-monthly (some meetings are held via video-conferencing).
- Liaising with volunteer walk leaders, Peak District National Park Engagement Rangers and Ranger Volunteers to support and lead group walks when required.
- Work closely with Rangers who will support and guide new walk leaders.
- Ensure all relevant information is submitted prior to group walks and that health and safety procedures are followed.
- Communication: Provide participants with clear and timely information regarding activity/events details, including travel information, meeting points, required equipment, and any relevant instructions.
- Record Keeping: Collate and maintain activity records for reporting, monitoring and evaluation purposes.
- Activities and Events details for Website: Collaborate with the Web Content lead for the website, ensuring all activity details and updates are accurately uploaded to the site.
- Managing collaborative events and working with the website developer

Person Specification:

- Communication Skills: Excellent written and verbal communication skills, with the ability to engage and inform participants effectively.
- Team Player: Ability to work collaboratively with voluntary and statutory organisations, and other stakeholders.
- Passion for Outdoor Activities: A genuine interest in outdoor activities and promoting physical wellbeing.
- Attention to Detail: Ability to manage logistics effectively and maintain accurate records.
- Adaptability: Comfortable working in a dynamic environment and adapting to changing circumstances or unexpected challenges.
- Collate reports for Trustees and Committee meetings.
- Desire/willingness to participate in relevant training and gain a walker leader's qualification.
- Ability to use Google Workspace
- Preferred Skills – Experience with Eventbrite and WordPress