

Job Description

JOB TITLE	Carnival Co-ordinator (Fixed Term until September 2025)
HOURS	Up to 21 hours per week
SALARY	£27,602.22 pro rata

Age UK Kensington & Chelsea Values

We promote the well-being of older people through:

- Providing services which support the independence of older people.
- Learning from this experience to inform our understanding of older people's needs.
- Ensuring the voices of older people in Kensington & Chelsea are heard.
- Working in close collaboration with other organisations to achieve these aims.

Job Role and purpose

Are you passionate about supporting the elderly and vulnerable, and have experience in event coordination, if so, we would love to hear from you!

Age UK Kensington & Chelsea is seeking an experienced coordinator for a 3-month project to organize an outing to Eastbourne during the Notting Hill Carnival weekend.

This outing aims to provide relief and support to individuals whose health is significantly affected by the noise, pollution, and crowds associated with the main carnival events during the August Bank Holiday 2025.

The successful coordinator will work closely with the **Head of Community Engagement** to plan and oversee the project, ensuring that all mobility and risk assessments are completed for clients, venues, and activities. Ideal candidates will have prior experience in coordinating events, especially those involving vulnerable individuals, and a strong understanding of health and safety protocols.

Key Responsibilities and key skills

Key Responsibilities:

- Organise and coordinate a 3-day trip to Eastbourne for clients affected by the Notting Hill Carnival.
- Conduct thorough mobility and risk assessments for clients, venues, and activities.

- Collaborate closely with the Head of Community Engagement to ensure the smooth running of the project
- Ensure the safety and well-being of all participants throughout the event
- Responding to enquiries within a timely manner
- Carrying out general administration tasks as required
- Abide by all AGE UK Kensington and Chelsea Policies and Procedures as set out in the staff handbook
- Undertake any duties as reasonably requested by the Line Manager

PERSON SPECIFICATION

Essential: The successful candidate must have

- Experience in event coordination, particularly for individuals with health or mobility concerns
- Strong understanding of risk management and health assessments
- Ability to work collaboratively with a variety of stakeholders
- Excellent communication and organisational skills.
- Ability to multi-task, dealing with telephone and face to face enquiries and other adhoc matters
- Able to work autonomously and as part of a team
- Ability to work under pressure
- Excellent Administrative and organisational skills
- Excellent Communication skills
- Customer service experience
- Strong ICT skills including knowledge of the Microsoft Office suite
- Administration experience
- Excellent record keeping skills

Desirable
<ul style="list-style-type: none">• Knowledge of the local area• Experience of working within the voluntary sector