



Training and Event Coordinator

Job Description and Person Specification

(August 2026)

- Purpose:** To coordinate and develop UTASS's programme of training courses and information sessions, as well as internal and external events for UTASS and partner organisations.
- Hours:** Part-time 14 hours per week
- Salary:** £13.55 per hour
- Contract:** Permanent
- Location:** UTASS offices in Middleton-in-Teesdale (occasional off-site working)
- Reports to:** UTASS Manager

About UTASS

UTASS is a community support charity based in Middleton-in-Teesdale. We began informally in 1993 in response to a concerning rate of suicides among farmers locally and were formally established in May 2000.

Originally created to support the agricultural sector, UTASS has responded to the needs of the wider community and gradually expanded its work, while remaining mindful of our agricultural roots.

Today, we work with and for those who live and work in the rural communities across the Durham Dales, helping them to access the services, advice, and resources they need to feel supported, connected, valued, and better able to cope with life's challenges.

UTASS services are delivered by a team of 18 part-time staff and is overseen by a board of 11 trustees. Our work is also supported by regular volunteers.

More information about UTASS and the support we provide can be found on our website: www.utass.org. Our most recent Annual Impact Report can be found at [Annual Impact Report 2025 – UTASS](#)

Position Summary

We are looking for an enthusiastic and organised individual to join the UTASS team and lead the coordination and delivery of our training programme and community events. This varied role requires someone with a proactive, solution-focused approach who is passionate about supporting rural communities through learning, engagement, and personal development.

You will be responsible for planning, organising and promoting a wide range of training courses, workshops and community events, working closely with trainers, partner organisations, funders and members of the community. Strong organisational skills are essential, as you will be managing multiple projects simultaneously while ensuring every event and training session is delivered to a high standard.

Excellent communication and relationship-building skills are key, as you will be the main point of contact for participants, providers and partner organisations. You will be confident engaging with a wide range of people, creating promotional materials, responding to enquiries and encouraging participation in our programmes.

The successful candidate will be enthusiastic, flexible and able to adapt to changing priorities. They will have excellent administrative skills, an eye for detail and the ability to manage information accurately for monitoring and funding purposes. A willingness to work occasional evenings and weekends is essential to support the delivery of training sessions and community events.

Above all, you will share UTASS's values and be committed to providing a professional, welcoming and supportive service that helps people living and working in our rural communities access opportunities to learn, connect and thrive.

Job Description & Key Responsibilities

Training Programme Coordination

- Collaborate with the UTASS team, community members and partner organisations to identify local training needs and requirements.
- Manage training enquiries, taking time to understand trainee requirements.
- Coordinate and deliver UTASS's existing training programme, while identifying opportunities to develop new courses and learning opportunities in response to community need.
- Work alongside the Funding & Strategic Development Officer to maximise funding opportunities that support access to training.
- Organise training schedules, venues, and resources to ensure smooth delivery of training sessions.
- Liaise with trainers, guest speakers, and facilitators to confirm schedules, content, expectations, and any pre-course inductions.
- Attend and support the delivery of training courses and community events as required, including occasional evening and weekend working.
- Maintain training records and participant numbers, using this to review training effectiveness and impact.
- Initiate appropriate invoicing to funders and providers, liaising with the Finance Officer and Funding & Strategic Development Officer.
- Encourage participation in post course evaluation, in line with funders requirements, analyse the findings, taking appropriate action where necessary to ensure continual improvement.
- Liaise regularly with training providers, colleges, schools, organisations and partners to raise awareness of the training we offer and to signpost trainees.
- Develop and coordinate application processes for funded training, as agreed with funders.

Event Planning and Management

- Plan and coordinate community events, (which may include activity sessions, workshops and conferences) at UTASS, including our monthly Music and Memories session.
- Develop event timelines, manage budgets and source suppliers and venues.
- Ensure event materials, agendas and participant lists are ready prior to events.

- Oversee logistics, including transportation, catering, registration and technology setup.
- Manage scheduling and calendar coordination for training and event activities.
- Maintain accurate records and documentation related to training programs and events.
- Evaluate events using participant feedback and monitoring information to inform future planning and continuous improvement.
- Handle any enquiries, requests, or issues related to the events or training.
- Maintain strong relationships with other members of the UTASS team to ensure effective and coordinated delivery.

Communication and Promotion

- Serve as the primary point of contact for training participants, trainers, and event suppliers.
- Create promotional materials for training sessions and events, including emails, flyers, posters, newsletters as well as social media and website content.
- Manage event bookings, pre-course registrations and participant communications.
- Ensure that all stakeholders are kept informed and updated regarding upcoming events.
- Attend external events to raise awareness of opportunities available at UTASS.
- Represent UTASS professionally when working with partners and at external meetings and events.
- Maintain and develop positive relationships with existing and new training providers, community groups and partner organisations.

General Administrative Tasks

- Prepare correspondence, reports, spreadsheets and maintain electronic databases.
- Keep all addresses lists, database and website details up to date.
- Assist with the preparation and collation of information for funding reports and training.
- Maintain adequate filing systems.
- Maintain accurate electronic and paper records in accordance with GDPR and organisational policies.
- Collate and present monitoring information.
- Liaise with appropriate agencies/organisations on behalf of service users and Staff.
- Risk assessing all activities in line with health & safety policy.

The post holder may be required to undertake additional duties as appropriate.

Annual Leave Entitlement: 28 days including bank holidays (pro-rata).

Pension: Pension scheme operated in line with auto-enrolment requirements.

The post holder will be required to undertake a DBS check.

Person Specification

	Education and Training	Essential	Desirable
1	Sound basic education, including Maths and English to GCSE Grade 4 or above (or equivalent)	✓	
2	Administration, Project/Event Management or Secretarial Qualifications		✓

	Skills and Competencies	Essential	Desirable
3	Strong organisational and multitasking skills with the ability to manage multiple projects or activities at once	✓	
4	Articulate and effective communicator, over the telephone, in writing and face to face	✓	
5	Good command of the English Language	✓	
6	Able to adapt communication style to the audience, building positive relationships with people from a wide range of backgrounds	✓	
7	Confident use of Microsoft Office, including Word, Excel, and Outlook	✓	
8	Confident use of WordPress and social media platforms	✓	
9	Car driver with access to own transport	✓	
10	Ability to compile and produce information and promotional materials such as posters, leaflets and newsletters with the use of Canva	✓	
11	Attention to detail and the ability to handle logistics efficiently and effectively	✓	
12	Ability to work independently and use own initiative	✓	

	Experience	Essential	Desirable
13	Delivery of community events and activities	✓	
14	Administration and secretarial work & office procedures	✓	
15	Experience in event coordination, training, or a similar role	✓	
16	Experience of coordinating multiple deadlines and priorities	✓	

	Knowledge	Essential	Desirable
16	Understanding of Health & Safety	✓	
17	Knowledge and understanding of working with farming families and rural communities	✓	
18	Knowledge and understanding of safeguarding		✓

	Personal Qualities	Essential	Desirable
19	Values and beliefs which are aligned to the work of UTASS	✓	
20	Enthusiastic, encouraging and self-motivated, able to work without supervision with the ability to meet tight deadlines	✓	
21	A 'can do' proactive attitude, with a solution-orientated approach to work	✓	
22	Flexible, able to adapt to new systems and procedures, and the ability to think on your feet	✓	
23	Work well in a close team with the desire to support other team members	✓	
24	Resilient and calm when working under pressure or responding to unexpected changes	✓	
25	Friendly, welcoming, and pleasant manner, with a caring and empathetic approach	✓	
26	Able and willing to work flexibly, including occasional evenings and weekends, and to travel throughout the local area to support UTASS activities	✓	
27	Understanding of the need to and the ability to maintain confidentiality	✓	
28	Ability to manage budgets effectively and ensure cost-effective event execution	✓	

APPLICATION PROCESS

- Advert out – 7th August 2026
- Closing date for applications – Midnight on 29th August 2026
- Shortlisting of applicants – 1st September
- Site visit for shortlisted applicants between 3rd – 9th September 2026
- Interviews to be held 11th September