

Graduate Trainees Event Coordinators

JOB DESCRIPTION



actionchallenge.com

 **actionchallenge**
challenge events worldwide



About Us

Action Challenge

We are Action Challenge, and we bring people together through challenge & adventure.



Since 1999 we've organised inspirational challenge events & adventures in the UK and Worldwide, for individuals to join, and for groups, companies & charities. Take on a challenge just for yourself, or link it to a special cause and fundraise – so far our events have raised over £90 million for charities. Now is the time to set new goals, to re-energise, and to get active!

We have over 40 UK & overseas challenge events that you can sign up to now – ranging from a meandering 25 km Thames Path walk, to conquering a mighty Himalayan peak. Take on an unforgettable group adventure and push yourself further! We welcome individuals, couples, or groups of friends & family – and you can self fund, or link your challenge with fundraising for a chosen charity.



Few experiences bring a group closer together than an outdoor adventure which challenges comfort zones, builds resilience & understanding, and forges respect & friendships. If you have a group, you can join one of our 40 or so scheduled events, or if you want something special – we can craft a bespoke itinerary or plan a unique challenge event to meet your objectives and get your team energised!



Graduate Trainee Scheme Event Coordinators

FULL TIME, 1 YEAR+ CONTRACT, SE LONDON

We are looking for recent University graduates, or sandwich placement students, with a keen interest in challenge events, and mass participation sports – ideally with a relevant degree subject, or can demonstrate a passion and interest in the events and the travel industry. You will gain experience working across the marketing department, customer services, planning and operations as we work towards delivering our International Challenge portfolio & Ultra Challenge Series Programme. Alongside the week days working in our Woolwich based office, there will be the opportunity to work in various roles on events across the UK, with our highly qualified & experienced event management teams. We aim to equip, train & teach those with a grounding in the Events Industry whilst having the opportunity to learn, and gain experience in a fast paced and fun working environment.

Graduate Trainees Event Coordinators

The Opportunity

- Gain real experience across all disciplines of Event Planning – including project management, forecasting, budgeting, venue & supplier sourcing, and permissions / regulations
- Learn about & experience the key commercial levers – including websites, social media, advertising, promotions, fundraising, mobile apps and the all-important customer service
- Help deliver live events – incorporating: staff recruitment, procurement, logistics, event set up, on-event operations, event management & control room functions

You Will Be...

- A recent high quality graduate – perhaps with some workplace experience or;
- A student currently working towards a degree, looking for a year placement
- Someone with a genuine interest & passion for the outdoors & sporting activity
- An individual who has demonstrated that they have 'drive' & determination
- Solid with your IT skills including Microsoft Office Software (word, excel & outlook)
- Excellent with organisational, communication & interpersonal skills
- Flexible with working hours and prepared for weekend work – as that's event time!
- Capable of working under pressure, learning fast, figuring solutions, and delivering deadlines

The Role...

- Based full time in our Woolwich London HQ. Standard hours 09:00 – 17:30, Mon-Fri
- Pay – salary to £24k, with a review after the 4 months
- Available to start January 2024
- The role will be initially for 12 months – but subject to extension for the 'successful'

Application Process

If you think this role is for you please make an initial application via our online form, no later than the 31st November. All successful applicants will be contacted no later than the 5th December, and invited to meet us for a 1st stage interview where we will explore your work experience, history & career. A final and 2nd round interview will consist of a presentation, based upon a relevant subject matter.

TO APPLY COMPLETE OUR SHORT ONLINE FORM BELOW:

<https://airtable.com/app5AvtQa24OUDPe/shrBrcPGdEUZcCkR3>



Contact Us

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[actionchallenge.com](https://www.actionchallenge.com)

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