

Events Officer – Role



The Morris Federation is seeking a motivated and enterprising person to take on our role of Events Officer. As a volunteer, working alongside others as a member of the Morris Federation Committee, you will be responsible for developing and running a successful and engaging events programme, consisting of both in-person and online events. You will lead the organisation and running of the Morris Federation's 50th Birthday regional events in 2025, will help co-ordinate events in person where necessary, and will advise and support others running events on our behalf, such as the AGM and day/ weekend of dance. You will create, organise and host online workshops by actively seeking out and appointing tutors to run them, and will use your IT skills to ensure these are suitably promoted and recorded, as well as gathering reviews of both online and in-person events for our news web pages.

As a member of the Committee, you will also have opportunities to network with other like-minded people, including those from other organisations, and get involved with new initiatives. You will work as a team, supporting the Committee, and will be able to get involved in our wider activities, have your voice heard, and help shape the future of Morris and related activities.

PERSON SPECIFICATION

Great organisation skills.

Proactive in suggesting new events to run.

Good level of computer literacy.

Previous experience in events coordination desirable.

CONDITIONS

This is a voluntary role, working within a small Committee team. You will be part of a team who support and encourage each other. A period of shadowing for handover is encouraged. You will be working with our current Committee members and co-opted volunteers:

<https://www.morrisfed.org.uk/about/committee/>

The Committee meets 4 times a year, one of which is the day after the AGM, others are currently held virtually. Elected Committee members are expected to attend all Committee meetings. Co-opted Committee members are expected to attend part of the meeting to give an update on their activities. Elected and Co-opted committee members provide written updates for the Annual Reports to the AGM.

Reasonable travel and accommodation expenses are paid in line with the Expenses Policy:

<https://www.morrisfed.org.uk/for-teams/expenses-policy/>

HOW TO APPLY

Details of how to apply will be found on the AGM web page at: <https://www.morrisfed.org.uk/agm/>. You will need to complete a Committee Post Nomination Form, be proposed and seconded by a member(*) and submit the form and a photograph by the deadline stated. * *The classes of Membership are: Full Group / Junior Group / Full Individual / Associate / Honorary Life.*

JOB DESCRIPTION

See next page.

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- Responsible to:** Members of the Morris Federation
- Internal Contacts:** MF Committee, co-opted and other volunteers
- External Contacts:** Volunteers to run workshops and events, Member Contacts, other Morris and Folk Organisations.

Background Information

The Morris Federation is the largest association of self-governing morris teams in the UK, with around 500 member teams. Its aims are to:

- a) To encourage and promote morris and related activities, for anyone who wants to participate or to spectate, and where all feel safe, welcomed, and respected.
- b) To provide a channel of communication between member sides.
- c) To encourage the improvement of standards of dancing and related activities among its members.

Summary Job Purpose

The purposes of the role are:

- (i) To develop and run an events programme, consisting of in-person and online events.
- (ii) To find speakers and workshop tutors, to create a varied events programme for our membership.
- (iii) To be the liaison point for events run by others on our behalf.

Key Priorities

The key focus of this role will be to make a significant and lasting impact in this area:

- To run a suite of regional events for 50th Birthday in 2025. To ensure that the MF is proactive in running events for our membership.

Key Responsibilities

1. In person events: Co-ordinate in person events as agreed. Advise and support others who are running events on our behalf, such as the AGM and day/weekend of dance.
2. Online events: Create an online events programme by finding speakers and workshop tutors. Ensure that the events are suitably hosted and make the video recordings available afterwards.
3. Publicity: Advertise upcoming events at appropriate times, via web, social media and broadcasts.
4. News and reviews. Gather reviews of our in-person and online events for our news web pages.

General Responsibilities

5. Represent the interests of our membership in furthering the aims of the MF, see Officers responsibilities at: <https://www.morrisfed.org.uk/constitution/standingordersofficers/>
6. Attend quarterly committee meetings and our AGM (usually last Sat in Sept) and any EGMs.
7. Support MF initiatives including social media, web content, events, and projects as time allows.
8. Collaborate on materials and guidance for our members.
9. Assist other members of the elected and co-opted committee as required.
10. Maintain good relationships with other morris organisations and our other external contacts.

Other Opportunities

As a member of a Committee, other opportunities will arise to be involved in MF initiatives and projects as time allows, and as personal interests appeal. These might include:

- Suggesting new initiatives to support our aims.
- Attending our workshops and events, in person and online.
- Representing The Morris Federation at meetings and events including those of the Joint Morris Organisations, Morris Ring, Open Morris, English Folk Dance and Song Society (EFDSS), and other organisations of which the MF is a member.