

ROLE DESCRIPTION

for Ludlow 21 Green Festival 2017 Co-ordinator



Ludlow 21 is looking for a volunteer Co-ordinator for the 2017 Green Festival, to be held on Sunday July 9th.

The Green Festival and its predecessor the Green Fair has been a popular and successful event in Ludlow's calendar for almost 20 years. A planning team has already been formed as a sub-group of Ludlow 21 to oversee the 2017 event, which will have a greater emphasis on community involvement than in the recent past. We are looking for someone to chair this group and to act as overall co-ordinator, drawing together the various elements which are being planned for the day.

Role content

In recent years the Co-ordinator has carried specific responsibility for the management of the Festival programme, securing grants and sponsorship, public & media relations and marketing. It is anticipated that this year these tasks will be distributed among the planning team, with the Co-ordinator taking on specific roles according to interests/experience and ensuring that other tasks are undertaken by members of the planning team and other volunteers.

This is a voluntary role, though all due expenses will be met by Ludlow 21.

In addition to chairing the Green Festival planning team, the person appointed will work in close liaison with the Ludlow 21 board.

Desirable skills and experience

- Sympathy with the aims of Ludlow 21
- Someone with local contacts and know-how
- Experience of organising and running similar events
- Good communication skills
- Experience in promotion and public relations

We are keen that the person appointed take up the role as soon as possible.

Further information can be obtained from the Ludlow 21 chair, Tish Dockerty, tish.dockerty@tdky.co.uk, to whom any expressions of interest should also be directed.