



THE  
FLORRIE

# EVENTS COORDINATOR

Job information  
pack





# ABOUT THE FLORRIE

The Florrie is a mixed-use community centre which has been at the heart of Liverpool for over 130 years. Our stunning Grade II listed Victorian community arts and heritage venue serves as a social, cultural, educational, and charitable hub for the people of South Liverpool.

Our amazing space hosts activities for people of all ages, including musical and cultural events and exhibitions throughout the year. For example, Florrie Radio showcases music from across Liverpool and Merseyside, and we provide food support through The Florrie Community Shop and Cafe. Additionally, we have versatile event spaces available for hire and offer fully inclusive workspaces for small local businesses and charities.

“Within these wonderful spaces we directly deliver a wide range of activities, events and services to the local community and act as a venue for cultural, musical and commercial events.”





# EVENTS COORDINATOR

## ROLE DETAILS

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|---------------|--|
| Job Title     | Events Coordinator   |
| Salary        | £24,000 per annum  |
| Hours         | Full-time, 35 hours per week<br>Flexible hours, including some evenings and weekend work |
| Reports to    | Chief Operating Officer  |
| Contract type | Fixed-term, initial 24-month contract with a view to extend                              |

**Are you a creative and capable person who loves organising an occasion? Do you have experience coordinating fun and well-organised events, managing spaces, and turning ideas into reality? If so, we'd love to hear from you!**

The Florrie has an exciting opportunity for an Events Coordinator to manage private bookings and help run events in our fantastic youth space. The role will also involve supporting events coordination for the venue as a whole.

Our state-of-the-art youth venue, The Basement, includes a cinema, radio station, and activity zone. We're looking for someone who is organised, reliable, and creative to coordinate and oversee events held in The Basement, especially children's parties. You'll also support larger charity events, such as conferences, and help with the smooth day-to-day running of the space.

*This role is funded by The Steve Morgan Foundation.*



## KEY RESPONSIBILITIES

- Support charity-wide events and conferences as needed.
- Act as manager for all enquiries and private bookings at The Basement and liaise with clients to ensure a smooth and professional experience from initial enquiry to event completion.
- Act as the main point of contact for customers, providing friendly and responsive support throughout the booking process.
- Maximise usage of The Basement by actively promoting availability, responding to booking enquiries promptly, and maintaining an efficient booking system.
- Develop and implement systems to track bookings and manage schedules.
- Coordinate and support the delivery of events held in The Basement, especially children's activities such as parties, cinema screenings and games sessions.
- Ensure the space is safe, clear and ready for use before and after each booking. Maintain high standards of health and safety, ensuring all activities and hires are risk assessed and compliant with regulations.
- Oversee the operational logistics of events, including safeguarding, cleaning, security, utilities and any necessary staff support.
- Contribute ideas to improve customer experience and enhance the reputation of The Basement as a community venue.
- Work closely with staff across The Florrie to support programme delivery and promote the use of The Basement by other teams.
- Build relationships with external partners such as schools to encourage use of the space and new opportunities for collaboration.



# ESSENTIAL REQUIREMENTS

We need a dependable and motivated coordinator with strong organisational skills and a passion for working with children and young people. The ideal candidate will have:

- Experience coordinating youth or community programmes and managing public-facing spaces.
- Experience in event planning and delivery, including working with external partners and managing venue hires.
- Strong organisational and administrative skills, with confidence managing schedules, budgets, and bookings.
- A clear understanding of safeguarding, health and safety, and professional boundaries in a youth/community setting.
- Excellent communication and interpersonal skills, with the ability to engage children, families and partners.
- Flexibility to work evenings and school holidays, as required.
- A Full D1 UK Driving Licence. You do not need access to your own vehicle.

This role is subject to a satisfactory DBS check and references.





## WHY JOIN OUR TEAM AT THE FLORRIE?

The Florrie is a much-loved community hub with a proud history. When you join our team, you'll be part of a passionate, down-to-earth team that values collaboration, creativity, and community.

- Pension scheme
- Discount in our on-site cafe
- On-site parking
- Development and training
- Access to free wellbeing activities such as yoga, keep fit, walking group, gardening

If you're ready to take on a meaningful role where your skills will make a difference, apply today!

## HOW TO APPLY

**Applications to be submitted via Indeed or Charity Jobs.** All candidates must have existing permission to work in the UK.

The Florrie is an equal opportunity employer. Our mission is to welcome everyone and create inclusive teams. We celebrate differences and encourage everyone to join us and be themselves at work. Our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act. We are an employer that values lived experience at all levels of our organisation.







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