

## **Northern Housing Consortium**

**Job Title:** Events Co-ordinator (Housing Partnerships)

**Responsible to:** Head of Housing Partnerships

**Section:** Policy & External Relations

### **1. Main purpose of the role**

- To manage the planning and delivery of a timely, comprehensive and relevant events programme for Housing Partnerships and wider NHC members.
- Organise and deliver a range of events, including network and workstream sessions, dinners, workshops and conferences across Northern Housing Partnerships and the wider Member Engagement team.
- Co-ordinate event communications and promotion, including agendas and follow up materials, working with the NHC comms team where appropriate
- Act as a key point of contact for CEOs, Directors, Mayoral Combined Authority officers and external stakeholders on event-related enquiries
- Liaising with speakers, sponsors and supporters where needed
- To work as part of the Housing Partnership team, supporting their engagement work across the North
- Ensure other NHC teams are aware of events in planning to maximise opportunities for them to showcase their services and meet with delegates

### **2. Key Tasks and Responsibilities**

- To support the delivery of Housing Partnership and Member Engagement events, dinners and workshops. Identifying themes and topics, sourcing and briefing speakers and communicating activity to NHC members, Housing Partnerships and the internal NHC team.
- Implement positive communication with venues, caterers and suppliers to ensure smooth event logistics
- To provide general administrative and management support across Northern Housing Partnerships and to the NHC's wider conference programme.
- To work proactively in building relationships across the NHC membership and wider stakeholders
- Develop strong and effective working relationships with internal colleagues to support the Housing Partnership team.
- Actively support team working across the organisation in the delivery of the Consortium's objectives.
- Proactively contribute to business intelligence by capturing and acting upon business intelligence obtained through day-to-day work.
- Contribute to the continuous improvement of event processes and member engagement approaches
- Ensure events are of a high standard and meet member expectations

### **3 We're all about people**

- Act as an advocate and ambassador for the NHC.
- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met

### **4 Qualifications and experience**

For this role, we'd expect the holder to have:

- Excellent organisation, time-management, written and verbal communication skills (E)
- Experience in managing projects with multiple stakeholders (E)
- Ability to multitask, prioritise effectively and pay attention to detail (E)
- Strong interpersonal and communication skills, with confidence in engaging senior leaders and stakeholders (E)
- Excellent understanding of Microsoft Office (E)
- Ability to work as a team and develop positive working relationships (E)
- Worked in housing or on one of the NHC's core objectives (D)
- Flexibility to travel and occasionally work outside standard hours (E)
- Experience in the housing sector would be desirable, though not essential (D)

**July 2025**