

## Play and Events Coordinator

### Job Description and Person Specification



#### Role Overview

Job title	<b>Play and Events Coordinator</b>
Salary	£13,183 (£26,367 pro rata per annum) <i>(plus annual pay award from 1/Sept/2026)</i>
Location	DSMF office (Purley, CR8 2BR)
Contract type	Permanent
Hours of work	18.5 hours/week (0.5fte) including occasional evening and weekend work. Flexible working around core hours of 10am-3pm over 3-4 days/week. Will need to be available on stand-by during TiE tours in case of an urgent response being needed.
Reporting to	Head of Operations
Summary	You'll be responsible for arranging and confirming bookings for Theatre in Education play performances within schools and coordinating DSMF. A key aspect of your work will be developing effective professional relationships with the theatre companies commissioned to deliver the performances, and with the schools we work with.

#### JOB DESCRIPTION

**The Daniel Spargo-Mabbs Foundation** is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safe choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol, and improving their life skills & resilience. We work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see [www.dsmfoundation.org.uk](http://www.dsmfoundation.org.uk)

#### Key areas of work:

##### A – Theatre in Education play tour coordination

*'I Love You, Mum – I Promise I Won't Die'* is a verbatim play, written by Mark Wheeler, that tells Dan's story. Each year the DSMF commissions annual school tours in Scotland, London and Northern Ireland. We work with two theatre companies, one for Scotland & London and another for NI. Each live theatre performance is followed by an interactive session delivered by the cast, exploring key issues from the play and encouraging reflection & processing. The bookings process begins once the parameters for the tour are agreed, usually approximately 4-6 months in advance.

Your key responsibilities would include:

1. Plan and book performances of TiE performances of ILYM in schools and community venues
  - a) Liaise closely with Head of Operations, Director and Theatre Company staff to confirm the parameters and plans for each tour.

- b) Communicate with schools to inform them about the TIE tour and how to book performances, and follow up communications as necessary – organizing individual bookings in order to maximise bookings within each tour and minimize travel time etc.
  - c) Collate and complete booking information including dates, times, numbers of students, year groups, funding arrangements, follow up resources required.
  - d) Create student feedback surveys to send to schools. Communicate booking updates regularly to the relevant Theatre Company(ies).
  - e) Liaise with Head of Operations to coordinate arrangements of externally funded performances within the tour(s).
2. Co-ordinate performances of TIE performances
- a) Ensure full completion and return of booking form in advance of each performance.
  - b) Send reminders to schools prior to bookings and confirm practical arrangements for set up, timings, parking, access etc; following up as necessary.
  - c) Liaise closely with cast & production manager to ensure that all logistics are in place, and to assist with answering queries & fixing problems as they arise.
  - d) Ensure schools have materials and resources for follow up as agreed.
  - e) Keep shared systems up-to-date with play information - including calendar and bookings spreadsheet
3. Report on effectiveness of TIE tour
- a) Collect evaluations and feedback from schools, and chase up as necessary.
  - b) Collate feedback data and comments, contributing to the final report for trustees and theatre companies.
  - c) Organise the collection of photos and videos of each tour throughout, for use on social media, website and funders reports.

#### B – Events and office coordination

*The DSMF holds a small number of events each year: some specifically aimed at fundraising, including the annual quiz night; some information-sharing events for our key and potential supporters, including the annual Year in the Life event and bi-annual corporate engagement event; and some focused on highlighting our work in a new geographical area, including the recent showcase events in Glasgow and Aberdeen. The whole team usually gets involved in these, often also volunteers and external partners, each contributing their specific area of expertise – agreeing the content, suggesting attendees, designing logos and publicity material, planning communications, galvanising the fundraising focus, setting the budget, contributing to practical arrangements etc.*

Your key responsibilities would include:

1. Coordinate events and activities organised and delivered by DSMF, including:
  - a) putting together and monitoring the event plan (in conduction with the senior leadership team and Fundraiser as relevant), ensuring the event is planned & delivered successfully and efficiently.
  - b) communicating with other members of the team, including volunteers and external partners, allocating tasks and responsibilities as appropriate.
  - c) setting up online ticketing events as required, providing clear information for invitees/delegates.
  - d) adding contact details (invitees and attendees) to our CRM
  - e) coordinating communications, before and after each event.
2. Collate feedback from attendees/delegates where appropriate and contribute to team-wide debriefings and reflections regarding recommendations for future planning.
3. Coordinate travel and accommodation for the team as required.
4. Assist with adhoc project administration as required.

5. Coordinate adhoc admin tasks within the office team: ensuring stock levels of resources & supplies, sending resources to settings & venues as required and generally spotting what needs to be done!

#### D – Other

*We are a small but highly motivated team of staff and volunteers. We have high standards and are ambitious to do everything we can to support as many young people as possible to make safer choices about drugs. We all have our own areas of expertise and experience, and are able to achieve our objectives through collaboration and team working.*

Your key responsibilities would include:

- Communicate positively and effectively with all members of Team Dan – staff, contracted workers and volunteers; keep staff and trustees informed of developments, ideas and opportunities.
- Fully integrate equalities issues into all aspects of the work and where appropriate involve beneficiaries in the work of the Foundation.
- Be self-servicing in terms of all administration and use of IT, using a range of software and systems.
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.
- Promote the aims, objectives and profile of the Foundation.
- Please note that this role may include occasional travel

#### Benefits:

- 25 days (pro rata) paid annual leave plus bank holidays, employer contributions to pension scheme, free car parking (shared between team) at office, flexible working arrangements, office easily accessible by public transport.
- We are kind, we laugh often, and we enjoy eating cake (but cake is not compulsory!)

**Safeguarding statement:** The Daniel Spargo-Mabbs Foundation acknowledges its duty of care to safeguard and promote the welfare of children. We are committed to ensuring our safeguarding policies and procedures reflects statutory responsibilities, government guidance and complies with best practice to keep children safe and to respond to all child protection concerns.

**PERSON SPECIFICATION (A = assessed by application; I = assessed by interview)**

ESSENTIAL	DESIRABLE
<b>Knowledge and experience</b>	
<ul style="list-style-type: none"> <li>• Experience of planning and coordinating events - both one off and a complex series of events (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a charity / social enterprise (A/I)</li> <li>• Experience of working with children and young people (A)</li> </ul>
<b>Skills and qualifications</b>	
<ul style="list-style-type: none"> <li>• Excellent IT skills with the ability to use a variety of IT packages (MS Word, Excel, Powerpoint, Gmail) and a track record in learning/using other software packages (A/I)</li> <li>• Able to be administratively and IT self-serving (A/I)</li> <li>• Excellent inter-personal skills, allowing you to quickly build professional relationships in a range of contexts (A/I)</li> <li>• Excellent organisational skills with experience of making efficient use of limited resources (A/I)</li> <li>• Ability to communicate effectively, both in writing and orally (A/I)</li> <li>• Ability to prioritise and manage your workload to ensure deadlines are met (A/I)</li> <li>• Excellent time-management and multi-tasking skills (A/I)</li> <li>• Creative problem solving (A/I)</li> <li>• Attention to detail (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Key competencies</b>	
<ul style="list-style-type: none"> <li>• Ability to work within a team as well as independently (A/I)</li> <li>• Ability to use own initiative (A/I)</li> <li>• Enthusiastic, self-motivated and flexible (A/I)</li> <li>• Tact and diplomacy (A/I)</li> </ul>	
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>• A genuine passion, commitment and motivation to support young people to make safer choices about drugs (A/I)</li> <li>• Able to work flexibly, particularly within peak times (A/I)</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Comfortable and efficient with hybrid working models, including working in the office at least one day per week (I)</li> <li>• Ability to work flexible hours as required, including occasional evenings and weekends (I)</li> <li>• Must be eligible to work in the UK (I)</li> </ul>	

**Application instructions:**

If you are interested in joining the team and meet the essential criteria for this post, we'd love to hear from you. Please send your completed application form, referring to the person specification to focus on what you would bring to the post

**Send applications to:** [hr@dsmfoundation.org.uk](mailto:hr@dsmfoundation.org.uk)

**Application deadline:** 15<sup>th</sup> June 2026

**Interviews:** likely to be 30th June 2026

**Start date:** mid-August 2026

Thank you for your interest in this post.