



**Title:** Assistant Coordinator

**Time:** Full time / Part time

**Location:** West Edinburgh, Kirknewton

**Salary:** £22,400 - Reviewed each December

We are looking for an enthusiastic, hard-working individual/s, who will take incredible pride in delivering to an exceptionally high standard, to join our team. We want people who are eager to continually learn and challenge themselves to help build and deliver world-class events as part of the very best team in the world.

#### About GSi Events Ltd

At GSi Events, we manage and deliver some of the UK's best mass participation sports events annually as part of our 10 brands; Edinburgh Marathon Festival, Run Bournemouth, Scottish Half Marathon, Scottish 10K, Kilomathon, Big Fun Run, Dog Jog, Men's 10K, Women's 10K and Supernova Run.

While we operate as one small team, there are three areas of the business that we continually look to strengthen with the right people. The three areas are:

- **Event Delivery**
- **Marketing**
- **Business Development**

#### What you'll be doing

Roles will involve working within one or more of the three aforementioned areas against tasks linked to our Strategic Plan. You will work closely with, and be mentored by our Co-ordinators and Directors,

#### We're seeking team member/s who:

- Is positive, motivated, and enjoys working as part of a team.
- Is organised and can work to agreed deadlines.
- Can listen, work hard and take pride in adding value to the team.
- Has an understanding of IT and enthusiasm to work with technology.
- Understands the importance of relationships with our core team, wider event delivery team, and can demonstrate examples of how you have positively worked with people before.
- Enjoys learning and developing new skills.
- Endeavours to deliver to the highest standard possible and wants to go the extra mile.
- Possession of a clean UK driving licence would be desirable for this role.

This is a fantastic opportunity for the right person/people with the right attitude and passion to grab it and join what is the best team in the world: fact. We hold two informal information sessions each year, in which we will provide you with additional information, about what we do, how we are set up as a business and the ethos of how we try to do it. Giving you an opportunity to meet some of the team, and find out if being part of the team is the right move for you.

We're always on the lookout for talented individuals to join our team here at GSi Events Ltd, and have an ongoing, open recruitment policy. So if you are looking for your first step on the career ladder or have a hunger to learn more, then send us your CV and we'll be in touch.

**If you think you would be a suitable candidate to join our team, please send us your CV and a covering email to [HR@gsi-events.com](mailto:HR@gsi-events.com) that specifically details why you are ideal for our team.**

#### Other things:

##### Charitable & Sustainability goals

GSI works closely with over 700 affiliate charities, and with JustGiving to continually strive to create platforms for fundraising. We are proud that our events generate in excess of £6 million of fundraising each year for local, national, and international charities, and we seek to grow this figure each year.

GSI's sustainability goals are challenging and ever-evolving with technology. We are successfully working towards our events being carbon-neutral. We work with fabulous partners to help us achieve these goals, and to ensure that zero waste from our events ends up in landfill.

##### Employee health and wellbeing

Enrolment in NEST pension scheme and complementary fresh fruit and coffee making facilities.