**Events Team**

# Role Description: Workshop Coordinator(s)

**About Forum**

*Forum for Counsellors and Psychotherapists* is a not-for-profit group run for, and by, its members. Forum's primary role is to provide high quality workshops for counsellors and psychotherapists, mainly from the Shropshire and Mid-Wales areas. Events are usually held three or four times a year, on a range of topics. We go to some trouble to find knowledgeable and skilled facilitators and usually aim for a mix of theoretical and experiential learning. Our workshops are well attended, highly rated and affordable.

Forum's training programme is organised by an Events Team. These are members who volunteer their skills and experience through various roles. Being part of the team can increase contact with professional colleagues, enhance personal and professional development, and count towards CPD.

*Most roles overlap. We work together, supporting others where any need arises.*

**Workshop Coordinator(s):**

The main task Workshop Co-ordinator(s) is to liaise with the presenter or trainer, making sure things like accommodation, venue, expenses, etc. are organised. A useful check-list for this role is available.

**Key aspects and skills:** coordinating, liaising and administration.

**Responsibilities include:**

- Booking training venue
- Liaising with Trainer to clarify accommodation and transport needs
- Ensuring trainer has all the information they need about their accommodation and training venue
- Booking trainer accommodation
- Liaising with other training coordinators and members of the events team
- Updating Events Team at meetings regarding bookings, etc.

**Time commitment:** 4-5 Events Team meetings a year, on a weekday evening for around 90 mins Time to liaise with trainers, venues and hotels.

**Expenses:** travel expenses paid for meetings and other costs incurred while volunteering for Forum

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