



Events Team

Role Description: Workshop Co-ordinator

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 counts towards CPD. Most roles overlap. We work together, supporting others where any need arises.

Title of role: Workshop Co-ordinator

The main task of the Workshop Co-ordinator is to liaise with the presenter or trainer and any team member who has introduced them to the trainer, following the agreement of the workshop by the Team. A checklist and trainer contract, plus other information, is available for this role.

Key aspects and skills: Co-ordinating, liaising and administration; basic skills in Microsoft Office.; good written and verbal communication skills.

Responsibilities include:

- Having a reasonable understanding of Forum's constitution.
- Attending meetings of the Events Team.
- Booking a venue for an agreed date and time for workshops agreed by the Events Team.
- Liaising with the workshop presenter/facilitator.
- Booking accommodation for the presenter/facilitator when required.
- Ensuring the presenter/facilitator agrees to and signs the contract regarding the workshop.
- Arranging refreshments with the venue where necessary.
- Ensuring that someone will attend to the reception desk on the day
- Ensuring a timetable for the day and an evaluation form will be available for each attendee.
- Attending the Forum AGM and providing a brief report on the role for the year.

Time commitment: 6 Events Team meetings a year (on a weekday evening for around 90 mins), and attendance at the AGM – all via Zoom. Plus, time to complete tasks relevant to the role.

Expenses: Costs incurred while volunteering for Forum will be reimbursed as long as receipts are provided.