Events & Activities Coordinator

1. Job Overview

Job Title:	Events & Activities Coordinator
Location:	Brymbo, Wrexham, North Wales
Reporting To:	Head of Operations
Contract Type:	37.5 hours per week
	Weekends and some evening events will be required
Hourly rate:	£15.22 per hour
Closing Date:	11.59pm Sunday 29th November 2026

2. About Stori Brymbo

Stori Brymbo is a brand-new community hub and heritage visitor attraction that opened in June 2026, developed and led by Brymbo Heritage Trust and made possible through funding from the National Lottery Heritage Fund.

Our mission is to bring Brymbo's industrial heritage to life through engaging experiences, regular and special events, and community-focused activity, creating a sustainable attraction that connects people with history in a meaningful way.

3. Role Purpose

The Events & Activities Coordinator will be responsible for developing and delivering a full programme of events and activities that engage visitors, build the Stori Brymbo brand, and deliver on operational and financial objectives.

You will coordinate events end-to-end, create innovative programming, and work closely with the Head of Operations to align all activity with the wider Activity Plan.

This is a highly visible, creative, and operationally focused role, combining project management, marketing, and community engagement.

4. Key Responsibilities

- Develop a rolling 12-month events and activities calendar, reviewed quarterly

- Create high-impact, relevant, and popular events and activities
- Coordinate and manage end-to-end professional events and activities with high engagement
- Promote events and activities effectively across channels (digital, print, and on-site)
- Create financial projections and manage budgets
- Produce and interpret reports, including attendance, engagement, and financial performance
- Ensure health & safety and licence compliance across all events
- Identify networking opportunities and third-party events to raise Stori Brymbo's profile
- Support the wider team
- Manage events and activities to maintain year-round engagement

5. Key Tasks

- Plan, schedule, and execute events and activities from concept to delivery
- Monitor budgets and track spending to ensure financial control
- Liaise with internal and external stakeholders for smooth operations
- Develop and distribute marketing materials and digital promotion
- Manage on-site staffing, volunteers, and contractors for events and activities
- Evaluate event success using data-driven metrics and feedback

6. Essential Criteria

- Experience in events coordination, project management, or hospitality/tourism
- Ability to create, plan, and execute events from start to finish
- Strong organisational and time management skills
- Financial awareness and experience managing event and activity budgets
- Excellent communication and interpersonal skills
- Strong attention to detail and problem-solving ability

7. Desirable Criteria

- Experience in heritage, tourism, or visitor attractions
- Experience creating public-facing, engaging events
- Knowledge of marketing and social media promotion for events
- Understanding of health & safety and licence compliance in events
- Welsh language skills desirable

8. Skills & Competencies

- Creativity and innovation in programming
- Project management and prioritisation
- Collaboration and team working
- Stakeholder engagement and networking
- Adaptability and resilience
- Analytical skills for reporting and evaluation
- Weekends and some evening events will be required

9. Recruitment Process

Assessment by application, structured interview and practical scenario as appropriate.

How to Apply

Please submit:

- Your CV
- A covering letter (maximum 500 words) outlining your suitability for the role

to recruitment@storibrymbo.com by 11.59pm Sunday 29th November 2026 - **Please use subject heading 'RECRUITMENT - Events & Activities Coordinator'**

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all backgrounds. We are committed to creating an inclusive environment for all employees. We will consider Job Shares for this position.