



Title: Assistant Event Coordinator

Time: Full time

Location: West Edinburgh, Kirknewton

Salary: £20,000 per year

We are looking for an enthusiastic, hard-working individual, who will take incredible pride in delivering to an exceptionally high standard, to join our team. Reporting to the Event Director, we want someone who is 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; The Edinburgh Marathon Festival, Run Bournemouth, The Scottish Half Marathon, The Scottish 10K, Kilomathon, Big Fun Run, Dog Jog, Men's 10K, Women's 10K and Supernova Run.

What you'll be doing

This role will involve working within the Event Team to support and assist in the planning and delivery of our events. You will work closely with, and be mentored by, our Event Co-ordinators, and will be involved in multiple areas of the events.

We're seeking someone 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.

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 that specifically details why you are ideal for the role.

Closing date for applications is 5:00pm on Monday 15th August.

Other things:

Employee health and wellbeing

- Opportunity for a reduced rate annual membership of the Oriam Gym and sports complex at Heriot-Watt University.
- Enrolment in NEST pension scheme
- Complementary fresh fruit and coffee making facilities.

Charitable & Sustainability goals

GSi work closely with over 400 affiliate charities, and with JustGiving to continually strive to create platforms for fundraising. We are proud that our events generate millions of pounds 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 end up in landfill.