

Contractor Brief - Description

Title:	Event Support/Administration
Key contacts:	Heads of Client Success
Contract rates:	£50 per half day (4 hours) £100 per day (8 hours with flexible time management) £150 per extended day (12 hours on live event days – no flex)
Location:	Online, remote

About The Method

The Method is a learning and development company with two unique programmes that transform behaviour with instant observable results. The Method runs live online training workshops which fuse “secret” theatre techniques with dynamic coaching to create a unique and powerful business solution. The Method has also developed A Life in a Day, an immersive experience designed to help people working in healthcare to really understand what it is like to live with a condition or disease. This powerful, around-the-clock experience uses a blend of technology and live interaction to deliver visceral insight into patients’ lives, measurable increasing empathy, and knowledge.

Key deliverables

- Pre-event administration to include Registration Forms, ordering materials, calendar invitations and updating Monday.com
- Working with Head of Client Success, to secure the right resources including equipment, actors
- Monitoring the scheduling of live experiences (Pre-set dates & times)
 - Global support from 6am depending on the location of the live experience
- Collate data from international participants to review and produce client feedback reports.

Additional technical (IT/app) support is needed during live experiences and this may be contracted to administrators with relevant experience.

Skills & Experience Required

- Track record in event management and client facing roles
- Excellent communication skills (both written and verbal)
- Confident coordination and administration of external suppliers/partners
- Tech experience useful (our programme is delivered through a bespoke mobile app)
- Tertiary / Higher education level
- Excellent MS office package skills: Outlook, Word, PowerPoint and Excel required.
- Desirable, but not required: First-line IT support experience

Other Key Requirements

You must be able to:

- Work remotely, independently whilst also integrating with core teams within the business
- Work flexible hours (unsociable hours will be required at times)
- Plan and reprioritise workload based on client/internal requirements
- Communicate effectively with multiple stakeholders (internal and external to the business)

Contract overview

The Method maintains ongoing contracts with a pool of freelance administrators. Assignments are offered to contractors based upon both the availability of assignments and the availability of the contractors. We anticipate that each administrator will be offered 6-12 days' work per month.

Assignment rates are based on the tasks assigned and The Method's standard fee schedule as published from time to time.

Contractors wishing to work for The Method will be asked to undergo a vetting process including a skills test.

Expressions of Interest

If you are interested in providing Event Support for The Method, we would love to hear from you.

Please complete the ['Short Answer Questions' form here](#) and upload your CV and supporting documents to apply.