**Event Assistant – CCW Research & KE Development Day**

**Job Description**

- To assist CCW RKE team with the delivery of the CCW Research & KE Staff Development Day

- To liaise with Event Coordinator (Alex Davnall) and report any issues that arise to ensure the smooth running of the day

- To invigilate the break-out sessions and provide assistance to speakers

- To keep rooms and walkways clear of obstacles in line with the health and safety risk assessment

- To keep rooms and meeting spaces clear of litter and assist with set-up and clear-up of event