



The British Beekeepers' Association

Job Specification - IMYB Event Coordinator

International Meeting of Young Beekeepers (IMYB)

This annual event gives young beekeepers the opportunity to meet, work and learn from fellow young beekeepers from almost 30 countries around the world. It is a life-changing trip for those selected to represent England and a great time is guaranteed. The next IMYB event is planned for 11-13 July in Northern Ireland.

The teams comprise 3 young people aged 13-18, an event coordinator and a pastoral mentor. As coordinators/mentors may need to enter single sex dormitories it is important that the team has one male and female in these roles. Due to safeguarding requirements, the Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies as there is a genuine occupational requirement for the post holder to be male, as duties include providing personal care and supervision of male children to ensure their dignity, welfare, and safeguarding is protected when travelling and attending competitions internationally.

A female pastoral mentor is already in place **so we are seeking a male event coordinator.**

Position Overview

The role of the Event Coordinator for the International meeting of Young Beekeepers (IMYB) is a vital one, ensuring the smooth and successful event for the young beekeepers making up the selected team. This individual will be responsible for the planning, organization, and management of the three teen beeks, displaying their knowledge of bees and beekeeping, and encouraging teamwork and creativity across a mixed team of mainly non-English speakers. Given the international aspect of the role, the coordinator must also handle all aspects of the logistics related to travel and accommodation. At the same time, the coordinator has to gently manage the team members ensuring their safety and well-being at all times.

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Key Responsibilities

- **Event Planning and Management:** Develop and implement a comprehensive plan for the children's outdoor event, including timelines, activities, and contingencies.
- **Activity Coordination:** Design and organize engaging activities tailored for children of various age groups, ensuring safety and inclusivity.
- **Logistical Oversight:** Coordinate travel arrangements, obtain visa's (if required), arrange specialised travel insurance and any necessary vaccinations etc, confirm accommodation, and local transportation to and from the most suitable airport based on the location of the selected candidates and budgetary issues. Select direct flights to the venue whenever possible.
- **Team Selection:** Organise the selection process, coordinating with the BBKA, Bee Craft and social media channels to reach out to as many potential candidates as possible across England. Email all suitable candidates with a link to a Google form questionnaire and then vet the replies to judge and select those to invite to the selection day.
- **Selection Day:** Organise the selection day itself at the BBKA apiary, Stoneleigh Park, CV8 2LG. Coordinate with the General Manager and Apiary Manager as to the hives suitable for inspection. Recruit one or two extra people to help on the day. Prepare a written questionnaire for the candidates and interview questions in advance. Prepare the practical activities to test their beekeeping skills and knowledge. Ensure each candidate is prepped to know what to expect on the day.
- **Candidate selection:** You want calm, confident, self-reliant team members mature enough to handle long-distance travel and staying away from home in single sex dorms or shared rooms. You can polish their beekeeping skills later, but you will find candidates that have kept their own bees for 1-2 seasons will be a lot more suitable than those "taught" beekeeping and school or club etc. You will need to impress on them the need for good behaviour throughout the event and that you are their de-facto parents and have to follow instructions and respect other cultures' requirements.
- **Safety Management:** Always ensure all the safety and wellbeing of yourselves and the team members. Comply with relevant safety regulations and standards and handle any emergencies or incidents promptly and effectively. Ensure your mobile phone will work for both voice and data in your location and that you have all the team

members and their parents' contact details. Make sure you understand how to summon help and evacuate your current location.

- **Budget Management:** Prepare and manage the travel budget, agree it with BBKA management ensuring all expenditures are within the allocated funds.
- **Stakeholder Communication:** Maintain clear and effective communication with parents, the BBKA, press and media, and others involved in the event. Take daily notes and prepare written article(s) for the BBKA news and social channels
- **Promotion and Marketing:** Develop and execute a simple marketing plan to promote the event and your now selected team, including social media, newsletters, and articles for outreach. Take as many pictures as possible of the selected candidates at the selection day as you will need them later making sure you have the relevant permissions!
- **Team Management:** Many of the selected team may never have travelled outside the UK, and you may need to assist them obtaining passports etc. Meet at the airport or a nearby hotel the day before depending on team members travelling. distances etc. Assist them through airport security processes and onto the aircraft/train etc. You need to keep the entire team together at all times and lead them through the airport or train etc to meet the IMYB volunteers on arrival at your final destination. These are teenagers away from home maybe for the first time meeting others from all over the world, many of whom have different cultural standards and behaviours in various areas including consuming alcohol and relationships. You may occasionally need to remind your team about the standards of behaviour required.
- **Whilst the main focus is on the candidates, as mentors you will be expected to mix and socialise with fellow beekeepers from across the world. Most of the presentations (but not all) are in English. You should take as many good quality pictures and video as you can and feed them back to the BBKA and social channels daily as well as creating a portfolio for the team members later.**
- **Post-Event Evaluation and Report:** Gather feedback from participants and the organisers, analyse the success of the event, and prepare a detailed report with recommendations for future events.

Qualifications and Skills

- Must be a keen, qualified and experienced beekeeper and BBKA Registered member.
- Experience: Proven experience in working with young people is an absolute must along with the ability to remain calm at all times. Coordinating events, preferably for children, and especially experience in international event management is a plus.
- Organisational Skills: Exceptional organizational and multitasking abilities to manage various aspects of the event simultaneously.
- Communication Skills: Strong verbal and written communication skills to interact with the organisers, BBKA, candidates, parents, staff, and other non-English speakers.
- Leadership: Demonstrated leadership capabilities to lead a diverse team and ensure smooth event operations.
- Problem-Solving: Ability to quickly and effectively resolve issues that may arise during the event.
- Adaptability: Flexibility to adapt to changing circumstances and environments, especially when working in different countries.
- Cultural Sensitivity: Understanding and appreciation of diverse cultures to create an inclusive and respectful event atmosphere.
- First Aid Certification: Certified in first aid and CPR, with knowledge of child-specific first aid practices.
- Holder of a valid enhanced DBS certificate – BBKA will arrange this.

Additional Requirements

- Travel: Willingness to travel internationally as required for the event which often takes place mid July
- Language: Proficiency in multiple languages is advantageous.
- Physical Fitness: Capability to participate in and supervise physical activities. Looking after exciting teens is hard work! Also, you may not get much sleep during the event, so patience and a calm demeaner is essential.

Application Process

Interested candidates should submit a CV, cover letter, and references to the BBKA's General Manager: gen.manager@bbka.org.uk or by post to: BBKA, National Beekeeping Centre, Stoneleigh Park, Kenilworth, CV8 2LG.

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The selection process will include one or more interviews and may include an assessment to evaluate event coordination skills.

Closing Date for receipt of applications: Friday 23rd May 2025