LFX EVENTS
www.lfxevents.co.uk

T: +44 161 408 2220
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EVENT PROJECT COORDINATOR JOB DESCRIPTION

Company: LFX Events Ltd
Job Title: Event Project Coordinator
Department: Business Services
Reports to: Director Of Business Services
Location: Stockport, Greater Manchester
Employment: Full-time. Hybrid — 3 days office-based / 2 days working from home
Salary: Up to £36k DOE plus benefits

About LFX Events Ltd
LFX Events Ltd is a professional event production, event management and event safety company working with clients across the UK and internationally. We deliver services across a broad range of event environments, including:

- Live music and festivals
- Outdoor events
- In-venue events
- Corporate events
- Mass participation events
- Civic events
- High-end and premium experiences
- Large-scale public events

Our clients include event organisers, promoters, local authorities, corporates and experiential companies.

As our business continues to grow, we are looking for an exceptionally organised and proactive **Event Project Coordinator** to support both our **Event Production and Event Safety teams**.

The Role
The Project Coordinator will play a central role in keeping our projects organised, on schedule and moving forward. This is a coordination role with significant responsibility. You will work across multiple projects simultaneously, supporting senior production and safety professionals while becoming a key point of contact for clients, contractors and suppliers.

You will be responsible for creating and maintaining project plans, trackers, schedules, action logs, documentation streams and reporting systems, ensuring that nothing gets missed and that everyone understands what needs to happen, by when and by who.

You will attend meetings, produce accurate notes and action points, follow up outstanding tasks, monitor deadlines and milestones, support budget tracking and help resolve queries and problems before they become issues.

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Members of:
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The ideal candidate will be highly organised, detail-focused and naturally proactive. You will be someone who enjoys creating order from complexity and takes genuine satisfaction from seeing a project move from initial planning through to successful delivery.

Key Responsibilities

Project Planning & Coordination

- Create and maintain detailed project plans for event production and safety projects.
- Establish project milestones, deadlines, dependencies and deliverables.
- Allocate actions and responsibilities to relevant team members.
- Monitor progress against agreed programmes.
- Identify potential delays or issues at an early stage.
- Escalate risks and overdue actions appropriately.
- Maintain clear visibility of project status across the LFX team.
- Coordinate multiple projects and workstreams simultaneously.
- Support project leads in maintaining delivery against client requirements.

Project Management Systems & Tools

- Use project management software and digital tools to manage projects effectively.
- Maintain central project records and information.
- Create project dashboards, trackers and action logs.
- Develop templates and systems that improve consistency and efficiency.
- Ensure information is accurate, current and accessible to the appropriate team members.
- Help develop LFX's internal project management processes and systems.

Experience with established project management platforms is essential. Experience with tools such as Microsoft Project, Trello or similar is essential.

Meetings & Action Management

- Attend internal and external project meetings.
- Prepare agendas and supporting information where required.
- Take clear, accurate and concise meeting notes.
- Issue minutes and action points promptly.
- Clearly identify action owners and deadlines.
- Maintain action logs and monitor completion.
- Follow up outstanding actions.
- Ensure decisions and changes are properly recorded.
- Coordinate follow-up meetings and project reviews.

You will be expected to become the person who ensures that **"we'll get that done" actually becomes "that's done."**

Documentation & Paperwork Streams

Support the development and management of documentation across both the Production and Safety sides of the business.

This may include:

- Event Management Plans
- Event Safety Plans
- Production Plans
- Risk Assessments
- Method Statements / RAMS
- Contractor documentation
- Supplier information

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- Site information
- Project schedules
- Event programmes
- Inspection and audit records
- Client reporting
- Internal project records
- Compliance documentation

You will create and manage **paperwork streams**, ensuring documents are requested, received, reviewed, tracked, updated and appropriately filed.

Client Liaison

The Project Coordinator will have regular contact with LFX clients and will become an important part of maintaining strong client relationships.

Responsibilities include:

- Acting as a key day-to-day point of contact for project coordination matters.
- Responding to client queries promptly and professionally.
- Coordinating responses from the relevant LFX team members.
- Tracking client requests and ensuring they are resolved.
- Communicating project progress and updates.
- Issuing agreed documentation and information.
- Maintaining clear records of client decisions and requirements.
- Identifying potential client concerns before they become problems.
- Building professional and trusted relationships with clients.

You will need to be comfortable communicating with everyone from operational contacts through to senior client representatives.

Query Resolution & Problem Solving

- Log, track and coordinate project queries.
- Identify the appropriate person to resolve each issue.
- Follow issues through to resolution.
- Ensure responses are communicated clearly.
- Identify recurring issues and opportunities for improvement.
- Escalate problems where appropriate.
- Help project leads stay ahead of potential issues.
- Take a proactive rather than reactive approach to project coordination.
- Post-project reports

Contractor & Supplier Coordination

- Maintain contractor and supplier information.
- Coordinate requests for quotations, documentation and information.
- Track supplier deliverables and deadlines.
- Monitor outstanding information.
- Support procurement processes.
- Coordinate communications between suppliers and the LFX project team.
- Maintain strong professional relationships.
- Ensure contractor and supplier actions are recorded and followed through.

Internal Coordination

The role will work closely with:

- Event Production Managers

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- Event Managers
- Senior Safety Advisors
- Directors
- External suppliers and contractors
- Clients

Event & Site Support
Although the role is primarily office and project based, the ability and willingness to support events on site is highly valuable. From time to time, you may be required to:

- Attend event sites.
- Support registration and accreditation processes.
- Maintain site records.
- Assist with contractor coordination.
- Assist with audits and inspections.
- Support event debriefs.

This provides an opportunity to understand the projects you coordinate from the **inside**, rather than purely from behind a desk.

Essential Experience & Skills
The successful candidate will have:

- Previous project coordination or project management experience.
- Experience managing multiple projects, workstreams or deadlines.
- Experience using project management tools or platforms.
- Excellent organisational skills.
- Exceptional attention to detail.
- Strong written and verbal communication skills.
- Experience producing meeting notes, actions and reports.
- Experience managing trackers and project documentation.
- Experience liaising with clients, contractors and suppliers.
- Strong follow-up and task management skills.
- Strong problem-solving skills.
- The ability to prioritise competing demands.
- Confidence working independently.
- The ability to work effectively within a multidisciplinary team.

Desirable Experience
Direct event industry experience is desirable, but we will consider candidates from other project-based environments where they can demonstrate the organisational ability and professional approach required.

Personal Attributes
We are looking for someone who is:

- **Exceptionally organised** — you know where everything is and what needs to happen next.
- **Detail-focused** — you spot the small things before they become big things.
- **Proactive** — you don't wait for someone to tell you that a deadline is approaching.
- **Accountable** — you take ownership and follow things through.
- **Methodical** — you create structure around complex projects.
- **A strong communicator** — clear, concise and professional.
- **Diplomatic** — able to chase people without damaging relationships.
- **Commercially aware** — understands the importance of budgets and resources.

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- **Solutions-focused** — looks for answers rather than simply identifying problems.
- **Client-focused** — understands that excellent communication builds trust.
- **Technologically confident** — comfortable learning and using project management systems.
- **Calm under pressure** — able to maintain organisation when priorities change.
- **Collaborative** — enjoys working with different disciplines and personalities.

What We Offer

This is an opportunity to join a growing specialist events company and play a significant role in the development of our offering.

The successful candidate will have the opportunity to:

- Work on a varied portfolio of high-profile events.
- Work directly with experienced event organisers and clients.
- Become a key member of a growing and ambitious events business.
- A salary and benefits package commensurate to experience with an annual review process

Application

Applicants should submit a CV along with a brief covering letter outlining their relevant experience and why they would be a good fit for LFX Events Ltd to **hr@lfxevents.co.uk**

Interviews will be held in October in 2 stages; first on a virtual call and second at our offices in Stockport, Greater Manchester.

Applications close 30 September 2026.

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