

Event Operations Coordinator

Overview

Role	Event Operations Coordinator
Location	Enhanced Care Services HQ, Nursling, Hampshire
Hours	Full time - 40 hours per week
Reporting to	Associate Event Operations Manager
Remuneration	£28,000 - £32,000 with opportunities for development and growth in the organisation
Version	June 2026

About Enhanced Care Services

Enhanced Care Services (ECS) is an award-winning, consultant-led and CQC-regulated healthcare provider delivering high-quality medical services across a wide range of sectors.

Founded in 2015, ECS was created with a clear vision: to raise the standard of event medical provision through strong governance, clinical excellence and an unwavering focus on patient care. Since then, we have remained committed to leading positive change across the sector and setting the benchmark for high-quality event healthcare.

We provide medical cover to a diverse portfolio of events including motorsport, festivals, sporting events, mass participation events and major public gatherings. Alongside our events division, ECS operates ambulance services, clinical services and medical education programmes across the UK.

As our event portfolio continues to grow, we are seeking an enthusiastic and organised Event Operations Coordinator to join our team and help deliver safe, effective and professional event medical services.

About the Role

This is an exciting opportunity for an organised and motivated individual looking to develop a career in event operations, project management and healthcare services.

As an Event Operations Coordinator, you will support the planning and delivery of a varied portfolio of events across the UK. Working alongside our Event Operations Managers, you will coordinate multiple projects simultaneously, ensuring that every event is planned effectively, appropriately resourced and delivered to the highest standards.

You will work closely with event organisers, clinicians, operational teams and external stakeholders to ensure the successful delivery of event medical services. No two days are the same, and you will play a key role in supporting some of the country's most exciting and high-profile events.

Whilst previous event medical experience is advantageous, full training will be provided in event medical planning, operational delivery and industry best practice.

This role would suit someone with strong organisational skills, excellent attention to detail and a passion for delivering exceptional service.

We are a team of problem solvers and solution finders. We enjoy what we do and we will help you to thrive in our supportive and collaborative working environment.

Key Responsibilities

Working alongside your Event Operations colleagues, your responsibilities will include, but are not limited to:

Client and Commercial Support

- Responding to client enquiries and developing strong relationships with new and existing customers.
- Gathering event information and supporting the preparation of proposals, quotations and operational plans.
- Supporting the delivery of cost-effective and commercially viable event medical solutions.
- Acting as a professional point of contact for clients throughout the planning process.

Event Planning and Project Management

- Coordinating multiple event projects simultaneously at various stages of the planning cycle.
- Maintaining event planning timelines, action trackers and project milestones.
- Assisting with the development of event medical risk assessments and event medical plans.
- Supporting attendance at client meetings, site visits and Safety Advisory Group (SAG) meetings where required.
- Ensuring all planning documentation is completed accurately and within agreed timescales.

Operational Coordination

- Supporting workforce planning and staff scheduling activities.
- Assisting with equipment and logistics planning to ensure operational readiness.
- Liaising with clinicians and operational personnel to ensure effective communication throughout the event lifecycle.
- Supporting event deployments and operational delivery where required.
- Assisting with post-event reviews and continuous improvement activities.

Compliance and Governance

- Supporting compliance with all relevant legislation, regulations and industry guidance.
- Maintaining accurate operational records and documentation.
- Contributing to a culture of safety, professionalism and continuous improvement.
- Supporting ECS's commitment to delivering clinically safe and high-quality patient care.

General Responsibilities

- Supporting wider business functions including administration, recruitment, marketing and business development activities when required.
- Representing ECS professionally at all times.
- Contributing positively to the continued growth and success of the organisation.

What Success Looks Like

Within your first 12 months, you will:

- Independently coordinate a portfolio of events.
- Build strong relationships with clients, clinicians and operational teams.
- Produce high-quality event planning documentation.
- Successfully support the delivery of a range of event medical deployments.
- Develop a strong understanding of event medical planning and operational delivery.
- Contribute to the continued growth and reputation of ECS.

Career Development

At ECS, we are committed to developing our people.

This role offers structured development opportunities and exposure to all aspects of event medical planning and delivery. For ambitious candidates, there are opportunities to progress into senior coordination, event management and operational leadership positions as the organisation continues to grow.

Employee Benefits

- Competitive salary of £28,000-£32,000 per annum.
- 20 days annual leave plus bank holidays.
- Company pension scheme.
- Ongoing training and development.
- Employee Assistance Programme with access to GP support and more.
- Opportunities to support high-profile events across the UK.
- Structured career progression opportunities.
- Free onsite parking.
- Company social events.

Person Specification

Item	Essential (E)	Desirable (D)	Assessed
Qualifications and Training			
Educational qualifications in event management, business administration or project management		D	CV
Hold a full UK Driving License with no more than 3 penalty points		D	Pre-employment checks
Evidence of ongoing professional development		D	CV
Experience			
Minimum 1 year experience in event coordination, administration, project coordination or planning	E		CV
Experience managing multiple priorities and deadlines		D	CV
Event industry experience		D	CV
Experience working in a customer facing environment	E		
Ability to work independently and use initiative	E		Interview
Experience using project management software such as Asana, Monday.com or Microsoft Planner		D	CV
Skills and Knowledge			
Excellent organisational and planning skills	E		Interview
Strong written and verbal communication skills	E		Interview
Proficient in Microsoft Word, Excel, PowerPoint and cloud-based systems	E		CV/Interview
Ability to work independently and use initiative	E		Interview
Ability to prioritise competing workloads effectively	E		Interview
Understanding of event medical provision and relevant guidance		D	Interview
Personal Attributes			
Excellent interpersonal and team-working skills	E		Interview

Professional and customer-focused approach	E		Interview
Flexible and adaptable attitude	E		Interview
Enthusiasm for learning and personal development	E		Interview
Passion for quality, safety and continuous improvement	E		Interview
Interest in supporting operational event delivery, site visits and stakeholder meetings		D	Interview

How to Apply

Applications should be submitted via:

<https://ecsrecruitment.typeform.com/to/V9ZmOMyO>

Applications must include:

- Completed Application Form.
- Current Curriculum Vitae, including explanations of any employment gaps.
- A covering letter (250–300 words) outlining why you would like to join Enhanced Care Services.

Please note that this position is subject to satisfactory Enhanced DBS clearance.