EVENTS AND ENGAGEMENT COORDINATOR

JOB APPLICANT PACK

APPLICANT PACK | EVENTS AND ENGAGEMENT COORDINATOR

Salary: £33,300
Contract type: Permanent
Hours: Full-time, 37.5 hours per week, with the opportunity for flexible working hours
Location: London/hybrid (minimum two days per week in the London office)
Reporting to: Head of Events & Engagement

HOW TO APPLY

Please submit an anonymised CV and covering letter (please remove any identifying details such as name, address, or photos) by **midnight 25th August** via the Workable link.

In your covering letter, please demonstrate your motivations for applying for the role, how the position aligns with your career plans, and the experience (professional, voluntary, or lived) that makes you a strong fit for the role in line with our values and the criteria outlined in the job description.

We encourage candidates to ensure their responses reflect their own skills, experiences, and personal voice. If AI tools are used, candidates should also explain how and why they used them.

INTERVIEW STAGES

The selection process will consist of three stages (dates will be confirmed with shortlisted candidates):

- First-round interview – **w/c 7th September**
- Second-round interview – **w/c 14th September**

Candidates will be asked to complete a short task related to the role. This will take no more than two hours to complete.

CEO INTRODUCTION

Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to ensure that every young person can thrive in school and access great careers in STEM. We support bold organisations, leaders and ideas to reimagine the future and transform the lives of young people.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we're building an organisation that's inclusive, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change. If this sounds like the right fit, we'd love to hear from you.

Jason Arthur, Chief Executive

ABOUT THE ROLE

We are seeking a highly organised, proactive, and detail-oriented Events and Engagement Coordinator to provide excellent operational support to the Engagement Directorate to enable Mission 44 to build meaningful funder relationships and deliver impactful experiences.

The role sits at the intersection of the donor experience, events and supporting the functionality of the wider, newly established Engagement Directorate. It will have two priorities: to provide administrative and operational support across the team, including to the Chief Engagement Officer, and support the Events and Engagement team to execute first-class events.

This role is ideal for someone looking to develop their career in a fast-paced, mission-driven environment. A successful candidate will enjoy bringing structure, organisation and effective processes to a busy team. They will have high attention to detail, a can-do attitude, and a rigorous approach to project and task management.

WORKING AT MISSION 44

OUR TEAM

The Mission 44 team currently has 30 employees. We are organised into four directorates: Impact, focused on research, grant-making, campaigning and convening; Engagement, focused on income generation, events and communications; Executive Office, focused on our governance and organisational effectiveness; and Operations, focused on our finance, HR and operational platform.

We provide a workplace where every team member's contributions are recognised and appreciated. Our goal is to attract a wide range of talented professionals and ensure fair opportunities for all.

OUR VALUES

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive long-term improvements.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.

- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we amplify the voices of the less widely represented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

BENEFITS AT MISSION 44

YOUR TIME OFF

HOLIDAYS
Enjoy 28 days annual leave, plus a day for your birthday

SUMMER FRIDAYS
We finish every Friday at noon in August

VOLUNTEER DAYS
Unlimited volunteering leave, as agreed with your manager

YOUR WELLBEING

STAY ACTIVE
Use our cycle-to-work scheme and free gym access

STAY HEALTHY
Optional health insurance and access to an EAP

STAY WELL
Wellbeing allowance to spend in whatever way works for you

YOUR FUTURE

PENSION
Save for retirement with our generous pension package

DEVELOPMENT
Professional development budget of £1k

FAMILY LEAVE
Competitive parental leave package

ROLES AND RESPONSIBILITIES

EVENTS COORDINATION (60%)

- In collaboration with colleagues support the planning and delivery of Mission 44's events, including fundraising and stewardship dinners, receptions and roundtable discussions, as well as trackside hospitality and donor experiences.
- Manage invitations, RSVPs and attendee communications, acting as a first point of contact for events attendees, providing exceptional customer service.
- Coordinate event logistics, including venue bookings, catering, accessibility requirements and wider production supplier management.

- Support the preparation of live event materials, briefing packs, attendee lists and run sheets.
- Support the wider Fundraising team with securing sponsorship, ticket sales, and securing auction items. This includes production of targeted collateral for outreach.
- Work closely with the Fundraising Data and Operations Manager to ensure that events and donor data is updated accurately and in a timely manner to our CRM system (Virtuous).
- Work closely with the Communications Team to ensure events materials are aligned with brand and messaging.
- Provide on-the-day event support, including registration, stakeholder hosting and logistics management.
- Support the production of post-event evaluation, feedback collection and reporting.

ENGAGEMENT TEAM OPERATIONS (40%)

- Coordinate internal team meetings, workshops and planning sessions.
- Schedule meetings and support diary coordination for internal team meetings, and select high-level funder meetings for the Chief Engagement Officer.
- Prepare agendas, take minutes and track actions arising from meetings.
- Arrange domestic and international travel, accommodation and itineraries for team members and guests.
- Support budget tracking, purchase orders and expense administration.
- Maintain team trackers, project plans and operational documents on Monday.com
- Act as a key point of contact for administrative and operational enquiries.
- Ensure data quality and compliance with organisational processes with the Fundraising Data and Operations Manager.

ABOUT YOU: SKILLS AND EXPERIENCE

ESSENTIAL

- Experience supporting the planning, coordination and delivery of events, with a strong interest in developing a career in event management.
- Proven ability to manage multiple priorities and maintain a high standard of work in a fast-paced environment.

- Excellent attention to detail, with a commitment to delivering accurate, high-quality work and exceptional participant experiences.
- Experience drafting event communications and managing guest lists, registrations and attendee information accurately.
- Experience maintaining accurate records within CRM or database systems, including data entry, data cleansing and reporting.
- Strong communication and stakeholder management skills, with experience liaising with colleagues, suppliers, venue partners and external stakeholders to support successful event delivery.

DESIRABLE

- Proven experience supporting special events for HNWIs, corporate prospects and donors.
- Basic skills using design tools such as Canva.
- Project management qualification such as Agile, PRINCE2 or Scrum.
- Experience of working with young people and embedding safeguarding policies in event delivery.
- Experience of working within an international setting.
- Experience of working within Formula 1, Motorsport, STEM or Education.

PERSONAL QUALITIES:

- **Passionate about young people:** You are deeply committed to Mission 44's vision of supporting young people from underrepresented backgrounds to thrive in education and employment.
- **Committed to excellence and delivery-focused:** You're skilled in managing multiple deadlines simultaneously, meeting these deadlines, and ensuring high-quality execution.
- **Detail-driven:** You enjoy being in the details, accurately tracking actions, performance indicators, and ensuring that branding is maintained to a high standard throughout your work.
- **A collaborator:** You love working across portfolios and internal functions. You will work closely with all members of the engagement team to provide operational support.
- **Proactive critical thinker:** You find gaps in ways of working and create quick solutions before others even notice.
- **Flexible, adaptable, resilient, and very calm under pressure:** Mission 44 is a fast-moving start-up, and you thrive in that environment. You embrace change,

adjust priorities on the fly, and pivot when needed - always maintaining focus, resilience, and a solutions-oriented mindset.