



JOB DESCRIPTION

Role Title:	Events Executive
Department:	Fundraising & Communications
Reports to:	Events Manager
Dotted line:	Engagement Events Manager (during peak engagement event delivery periods)
Cendex Level:	1
Salary:	£28,000
Contract:	35 hours per week, Full-time, Permanent
Location:	London / Hybrid (2 days per week in office)

Purpose of the Role

The Events Executive supports the planning, delivery and administration of events across the organisation, ensuring high-quality experiences for supporters, volunteers and stakeholders. The role contributes to stewardship, operational delivery and the smooth running of event processes.

This role has a particular focus on volunteer-led regional events and committee support, while also providing flexible support to the Engagement Events team during peak periods.

Key Responsibilities

Event Administration and Operations

- **Maintain accurate supporter and event records in the CRM**, ensuring all interactions, attendance lists, financial information and stewardship actions are logged promptly and in line with GDPR requirements.
- **Coordinate event logistics, materials and collateral**, working closely with the Marcomms team to produce high-quality assets such as invitations, programmes, signage and digital content that enhance the supporter experience.
- **Liaise with suppliers and external partners**, obtaining quotes, negotiating costs, managing bookings and ensuring all contracted services are delivered on time, to specification and within agreed budgets.
- **Support the planning, marketing and delivery of regional volunteer-led events**, contributing to timelines, task lists, promotional activity and operational planning to ensure events run smoothly from concept to completion.
- **Assist with the delivery of a small portfolio of regional events**, taking responsibility for defined elements of planning, logistics, communications and follow-up under the guidance of the Events Manager.
- **Prepare comprehensive briefing documents, biographies and event information packs**, ensuring senior volunteers, staff and stakeholders are fully informed and equipped for meetings, donor interactions and event delivery.
- **Respond to event enquiries**, providing timely, accurate and warm supporter care, ensuring all stakeholders feel valued and well-supported throughout their engagement with the organisation.
- **Support on-the-day event delivery**, including set-up, registration, volunteer coordination, guest liaison, supplier management and troubleshooting to ensure a seamless experience for attendees.
- **Manage prize sourcing and stewardship**, proactively securing Gift-in-Kind donations, maintaining an accurate prize bank, coordinating prize fulfilment and delivering excellent stewardship to prize donors and winners.

Volunteer and Stakeholder Engagement

- **Act as the primary day-to-day contact for regional volunteer committees**, building trust, offering guidance and ensuring volunteers feel supported, informed and empowered in their roles.
- **Support and nurture strong event committees and senior volunteers**, helping them plan, deliver and evaluate events while fostering a positive, collaborative and motivated volunteer culture.
- **Provide guidance on planning, governance, compliance and best practice**, ensuring volunteer-led events meet organisational standards, legal requirements and safeguarding expectations.
- **Build and maintain positive relationships with supporters, members and volunteers**, ensuring all stakeholders receive consistent, high-quality engagement that strengthens long-term involvement.
- **Identify stewardship opportunities tailored to volunteer-led events**, ensuring supporters and volunteers feel recognised, appreciated and connected to the organisation's mission.

Cross-Team Collaboration

- **Provide flexible support to the Engagement Events team during peak periods**, contributing to the planning and delivery of stewardship events, donor-facing activities and sporting occasions.
- **Work collaboratively with the wider Events team**, sharing capacity, expertise and resources during busy periods to ensure organisational priorities are met effectively.
- **Support cross-organisational and internal events**, working with colleagues across departments to coordinate logistics, communications and delivery for staff events, awareness events and organisational gatherings.
- **Champion organisational values — We Include, We Inspire, We Empower —** ensuring they are embedded in all interactions with volunteers, supporters, colleagues and stakeholders.

Safeguarding

- **Uphold safeguarding policies and procedures**, ensuring all event activity prioritises the safety and wellbeing of children, young people and vulnerable adults, and escalating concerns appropriately.

Sport for Development

- **Demonstrate an understanding of the organisation's mission**, recognising how high-quality events contribute to positive outcomes for young people through sport and ensuring this purpose is reflected in supporter and volunteer engagement.

Key Capabilities and Experience

Essential

- Experience planning and delivering events.
- Experience supporting volunteers, supporters or customers.
- Experience using CRM systems and handling financial information.
- Strong organisational and prioritisation skills, with the ability to work to tight deadlines.
- Strong written and verbal communication skills, including presenting to groups.
- Demonstrable teamwork and collaboration skills.
- Ability to influence and negotiate effectively.
- Ability to remain resilient, adaptable and calm under pressure.
- Experience supporting fundraising initiatives or volunteer-led activity.
- Ability to inspire, empower and include others in line with organisational values.

Desirable

- Experience supporting volunteer committees or regional fundraising.
- Experience delivering multiple fundraising initiatives concurrently.
- Experience securing Gift-in-Kind support (e.g., prizes).
- Experience working with donors or stewardship activity.
- Proactive approach to creating excellent supporter experiences.
- Experience supporting internal events or cross-team projects.

Responsibilities not held by this role

This role does **not** hold responsibility for:

- Strategic decision-making or budget ownership (beyond delegated tasks).
- Line management of staff.
- Leading major donor stewardship journeys (supports only).
- Leading the planning or delivery of flagship engagement events (supports during peak periods).
- Setting organisational event strategy or policy.

Lord's Taverners is committed to equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. We aim for a workforce that reflects the communities we serve, where every employee feels respected, valued and able to give their best.

Our values **We Include, We Inspire, We Empower** guide everything we do.