



Events Manager

Immediate start



Now is an exciting time to Mercy Ships UK. With a growing supporter base, a talented staff team and ambitious targets to reach over the next five years, we are looking for a talented Events Manager to join our team.

Founded in 1978, Mercy Ships is a pioneering international health charity. As a faith-based organisation, we have focused on partnering with African nations over the past three decades. Our two hospital ships, the *Global Mercy* and the *Africa Mercy*, bring free, life-changing surgeries to women, men and children across sub-Saharan Africa.

Safe surgery is out of reach for 9 out of 10 people in sub-Saharan Africa. People are robbed of years of healthy life, for conditions that are easily treatable. This is unjust. We believe everyone has the right to safe surgical care, whenever they need it.

Each year, more than 2,500 volunteer professionals from over 60 nations serve on board a Mercy Ship. Our volunteer surgeons, nurses, cooks, engineers and teachers freely give their time and talents to bring our patients vital medical care.

Mercy Ships focuses on long-term, sustainable education and training for healthcare professionals, leaving a lasting impact in the nations we partner with. We achieve this through training and mentoring healthcare workers on our state-of-the art hospital

ships, and in local health clinics and universities. We empower local medical professionals to improve surgical care in their own nations, and we advocate for greater access to safe surgery for all.

Our unique approach positions us as a world-leading global health and development charity. Mercy Ships has 18 national offices around the globe, including an African Service Centre in Senegal, an International Support Centre in the USA, and a presence across Africa, Asia and Europe.

At Mercy Ships UK, we are a committed staff team of 45 employees working in a variety of hybrid ways. All of us are committed to our values of love, integrity and excellence.

Over the next five years, we aim to double our income to reach £20m and triple our number of volunteers who serve. By doing so, we will be able to help more patients and train far more healthcare professionals.

If the opportunity to join Mercy Ships interests you, and you believe you have the skills and passion to excel in this role, then we would love to hear from you.

I applaud Mercy Ships in their efforts of transformational development as they make a lasting difference in a world of need.

NELSON MANDELA,
FORMER PRESIDENT, SOUTH AFRICA

Impact

Over 2.8 million lives have been transformed by our work since 1978, an average of 66,000 services offered per year.

- We have completed more than 1,110 community development projects including the reconstruction of schools, clinics, orphanages, water wells and agriculture programmes. Providing local training and infrastructure to enable and sustain their future success.
- We have trained more than 6,600 local professionals (including surgeons) who have in turn trained many others, over 252,000 local people, in basic healthcare.
- The *Global Mercy* and the *Africa Mercy* are the two largest charity hospital ships in the world, and together hold 11 state-of-the-art operating theatres and 279 patient beds.
- We have provided care in over 55 of the world's developing nations.



Our Mission

Mercy Ships follows the 2,000 year-old model of Jesus, bringing hope and healing to the world's forgotten poor.



Our Vision

Mercy Ships uses hospital ships to transform individuals and partner with nations.



Our Values

Following the model of Jesus, we seek to:

- Love God
- Love and serve others
- Be people of integrity
- Strive for excellence in all we say and do

Our work Mariama's story

Mariama is a lively and healthy baby, but a severe facial cleft strained her joyful smile. This facial cleft affected 7-month-old Mariama's lip and nose, making it difficult for her to eat and causing her parents to worry about their child's future.

Since paediatric services capable of treating baby Mariama's condition were not available near the family, local doctors directed her father to Senegal's capital city in hopes of finding help.

It was there that he heard about a hospital ship capable of providing healing for his little girl.

Soon after, Mariama received an operation onboard the *Africa Mercy* that repaired her cleft lip. After surgery, Mariama and her family stayed at the HOPE Centre, where her mother learned how to make nutritional baby formula and learned about the importance of nutrition for her child. Now, Mariama is home with her family, happy and healthy!





History of Mercy Ships

Founded in 1978 by Don and Deyon Stephens, Mercy Ships has worked in more than 55 countries, providing services valued at more than £1.3 billion.

By improving healthcare delivery in every country visited, Mercy Ships is working to eradicate the diseases of poverty. Mercy Ships follows the model of Jesus by “bringing hope and healing to the forgotten poor”, helping people of any faith or none.

Mercy Ships delivers a customised five-year partnership model with every country it is invited to support. Relationships are built with the national government and ministry of health, so that the specific needs of each country are met; we work to strengthen the country’s healthcare systems and drive policy change.

The aim is to tackle the root causes of the problems rather than just the consequences.

Mercy Ships UK (a key member of the Mercy Ships global partnership) was founded in 1996. We run the two largest charity hospital ships in the world: the *Global Mercy* and the *Africa Mercy*.

Behaviours



We put beneficiaries first

Our performance impacts lives, so we strive for the very best results.



We are open to challenge

We challenge current norms, ideate, create and develop.



We expect the best

We consistently seek the best in and for others.



Together in everything

We are a relationally-driven team.



Effective interaction

We communicate with clarity and purpose.

Role Description

Main Workbase: 12 Meadway Court, Stevenage SG1 2EF (Minimum two office days per week, with flexible/homeworking)

Hours of Work: Full time (37.5 hours plus unpaid breaks) or Part-time considered (minimum 34 hours per week) Events will require flexibility to work early morning / late evening / weekends - TOIL available

Salary range: £36,700 - £41,000 per annum

Contract: FTC 12 months with possibility to extend

Line Manager: Strategic Advisor

Line Management Responsibility: No line management but collaborative working with colleagues in across the wider staff team.

Benefits:

- 25 days annual leave + bank holidays, increasing + 1 day with each year of service, up to 30 days annual leave
- Christmas shutdown (from annual leave allowance)
- Up to 7% Employer pension contribution
- Travel and training loans
- Free parking onsite

Main Purpose

Mercy Ships is at an exciting juncture. With two hospital ships delivering hope and healing in Africa, our UK office team is committed to engaging with new supporters – to double our fundraising income and significantly increase the number of incredible volunteers we recruit to serve on board.

As part of our growth strategy, we are investing in our events programme across the Christian, Medical and Maritime audiences, and are looking for an experienced events manager to help us deliver these in 2025.

You will bring excellent organisational, planning, prioritisation and time management skills, and be able to inspire and coordinate both staff and volunteers (some of whom have served on our ships) in the process.

The role will include coordinating everything from Major Donor dinners with our Royal International Patron, to organising our 80 strong volunteer team at the Big Church Festival, and corporate maritime conferences.

This is a brand-new role reflecting our ambitions for growth. You will be part of a small, strong team and working closely with the Volunteer Team.

We are looking for an eye for detail to ensure a high professional standard is maintained – often under pressure – and with budget experience of large (c£50-100,000) events, within a charity environment.

Main Responsibilities

- Planning and delivery responsibility for the suite of MSUK events. This includes but is not limited to:
- **Logistics Management** Venue and supplier research and liaison, speaker liaison, project plan creation, event structure and timings, event platform management, resource management (e.g. managing stock, resources, supplies, van), risk assessments and event management on the day.
- **Event Volunteer Management** Recruiting, supporting and overseeing the management of volunteers on the day for all key events, in particular large-scale Christian Festivals (Big Church Festival, HTB Focus, Keswick, New Wine, Spring Harvest etc) and Industry events in the Maritime and Medical sphere.
- **Stakeholder Management** working with internal and external stakeholders, representing MSUK
- **Evaluations** Leading post event analysis and follow up
- **Supporting colleagues across the organisation** who are leading on events, providing advice, guidance and templates.
- Other duties as are within the scope, spirit and purpose of the job as requested by the ELT or Chief Executive
- Post holder will actively follow Mercy Ships UK policies
- Maintain confidentiality in all areas of work at Mercy Ships UK and International.
- This role will contain events that occur during on weeknights and weekends.

*ELT is the Executive Leadership Team (Director of Marketing, Director of Philanthropy, Director of Supporter Development, and Strategic Advisor with lead for Christian audience)

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Person Specification

Attribute	Essential	Desirable
Education/qualification	<ul style="list-style-type: none"> • A minimum of A level education is required 	<ul style="list-style-type: none"> • Project Management qualification
Proven experience	<ul style="list-style-type: none"> • 5+ years running a diverse portfolio of events from Gala Dinners, Conferences, Exhibitions, Festivals to smaller bespoke nice events. Also, online events (e.g. volunteer training) • Meeting deadlines under pressure and juggling multiple projects • Demonstratable good level of IT literacy • Experience of Microsoft Office including event software e.g. FundraiseUp, LinkedIn • Experience of CRM systems, ideally Salesforce 	<ul style="list-style-type: none"> • Charity sector experience • Experience within the Christian Festival events scene.
Skills and abilities	<ul style="list-style-type: none"> • Excellent organisational, planning, prioritisation and time management skills • Strong relationship building skills, able to establish strong engaged working relationships internally and externally • Fluency in English, with strong communication skills, both verbal and written • Excellent attention to detail • Excellent judgement of reputational risk • Good negotiation skills • Ability to work flexibly 	
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Collaborative attitude • Share MSUK Values 	<ul style="list-style-type: none"> • Interest and experience of the international health charity world or international development



How to apply to join us in transforming lives:

Please send a CV and cover letter detailing your relevant experience and why you want to work for Mercy Ships to:

careers@mercyships.org.uk

Closing date is 29 November

Salary : £36,700-£41,000 Pro Rata

Don't delay applying as we screen applications on receipt and reserve the right to close early.

**Hope.
Healing.
Transforming Lives.**

Registered Charity No: 1053055. Registered Charity in Scotland No. SC039743.
Company No: 3147724 (England and Wales)

Equal opportunities

Mercy Ships UK is an equal opportunities employer. We welcome applications from all individuals and value diversity in our workforce.

DBS check

Candidates will be asked to declare any 'unspent convictions.' Further information can be found [here](#).

Eligible roles may require a Disclosure Barring Service (DBS) check.

