



Job Title:	Events Manager
Reporting to:	Head of Engagement & Events
Hours:	Monday – Friday (35 hours p/w) Part-time options considered for the right candidate
Contract:	12 month fixed term contract with potential to extend
Place of work:	Remote, with regular travel to Central London for events and meetings
Salary:	£30,000-32,000 DOE – pro rata if part-time

About Media Trust

At Media Trust, we believe it's by giving everyone a voice that we'll get to a more equal society. That's why we're working with hundreds of charities to strengthen their storytelling, advocacy and campaigning, press engagement and social media. We do this through media, communications and digital skills training delivered in partnership with our media and creative industry partners and by matching media industry volunteers looking to give back with charities looking for help with content creation and other comms support. At the same time, our programmes for underrepresented talent are giving young and diverse talent the creative media skills, access and mentoring support to break into the media.

About the role

This is an exciting opportunity for an experienced and dynamic Events Manager to lead on Media Trust's 2024 calendar of fundraising and industry-facing events, including our upcoming 30th Birthday Fundraising Gala and support with other programme-related events.

The successful candidate will have demonstrable expertise in delivering successful fundraising and other events, working across multiple projects, and finding new and innovative ways to engage corporate supporters in fundraising events and campaigns.

You will be part of the Volunteering & Events team and will manage a range of in person and virtual events, from fundraising events to corporate partner cultivation drinks, industry roundtables and large-scale volunteering initiatives. You will work with internal and external stakeholders to develop and deliver impactful high-quality events and ensure that all our events deliver against set targets.

This role would suit someone with a good understanding and experience of the UK charity sector and a passion for equalities and inclusion. We are looking for a strong candidate to take Media Trust's event activity and fundraising to the next level to enable us to support more charities and underrepresented talent and engage more media and creative industry professionals in our work.

Key responsibilities

Events

- Manage end-to-end delivery of Media Trust events, campaigns and projects of varying size, format and complexity, both in person and virtually
- Lead on the development and running of Media Trust's 30th Birthday celebratory events, including but not limited to our Fundraising Gala, ensuring the fundraising target is hit or exceeded
- Support the Programmes team and Media Trust Films team on delivery of events when necessary, including, but not limited to, Charity Challenge Days and Film Screenings
- Provide a high standard of support to key stakeholders throughout the planning, execution and evaluation of each event
- Develop and implement consistent processes, procedures and documentation for all events across Media Trust, including event timelines, agendas, speaker and staff briefs
- Develop fundraising and sponsorship proposals to fund core events across Media Trust
- Manage event budgets ensuring they are run cost effectively
- Maximise the profitability (where appropriate), sustainability and quality of all events
- Act as first point of contact for stakeholders including corporate partners, venues, caterers, speakers, attendees, Media Trust staff and Trustees
- Research and suggest relevant key speakers and work with all Media Trust teams to finalise speakers for events
- Work closely with the Marketing team to develop communications to promote events and drive engagement
- Monitor KPIs and evaluate the impact of events, providing reports and feedback summaries as required
- Ensure all Media Trust events and fundraising activities are logged effectively and Media Trust's CRM is kept up-to-date

Corporate Partner Activity

- Liaise with our Corporate Partners and lead on bespoke events organised as part of their partnership with Media Trust
- Work closely with the Partnerships team to develop and deliver volunteer opportunities, recruiting, briefing and training volunteers including presentations and pitches
- Work with other members of the Volunteering & Events team to support with other volunteering activity including development of innovative events and opportunities

Additional Responsibilities

- Continual research and ideation, monitoring industry trends for new and exciting fundraising and profile-raising opportunities and partnership collaborations
- Provide additional support to the Partnerships team as required

What we are looking for in you

Essential

- Experience of end-to-end event planning, including fundraising events, and delivering high-impact results in a professional or charitable organisation
- Experience of organising both online and in person events
- Attention to detail, accuracy, and the ability to manage and prioritise across multiple events, work with multiple teams and meet deadlines
- Experience of working with Corporate Partners and managing stakeholder relationships at both a strategic and project level
- Outstanding communication skills and ability to adapt tone and approach for different stakeholders
- Strong leadership skills to effectively manage external stakeholders and suppliers, paid and unpaid, ensuring high quality of work and events run smoothly
- Experience of data management and CRM systems with ability to support, inform and report on fundraising and other event activity
- A passion for events and innovative approaches to engaging audiences

Desirable

- Experience of creating and developing proposals for event sponsorship and pitching to corporate partners and other stakeholders
- Experience of designing and managing event budgets
- Good understanding of the charity sector, including charity, GDPR and data protection laws
- Understanding of the media, comms and creative sectors in the UK

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

How to apply

Please apply via Charity Jobs.

We aim to represent the communities we support. We encourage applications from people of colour, those who identify as LGBTQIA+, working class as well as Disabled people and those living with mental health conditions.

We are happy to make reasonable adjustments for applicants who need additional support at any stage of the recruitment process – please just get in touch to discuss.

Closing date: 09:00 on Friday 3 May 2024

First round interviews: Week commencing 13 May 2024

Second round interviews: Week commencing 20 May 2024

Values of the organisation

Working at Media Trust

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other to achieve our vision of a more representative media and equal society where everyone has a voice. We are looking for motivated, agile, and value-driven people to join our team. In return we offer:

- Remote working with a monthly co-working allowance
- 30 days annual leave (plus bank holidays)
- Flexible First employer
- Opportunity to work flexible hours
- Pension contributions
- 2 volunteer days each year
- Opportunity to attend up to two Media Trust Open Courses each year at no cost to you

Flexible working at Media Trust

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours. Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

Media Trust values diversity and is an equal opportunities employer.
Registered Charity no. 1042733