



# EVENTS MANAGER (MATERNITY COVER), LEVEL WATER

## What we're building

Level Water exists to solve a problem that shouldn't exist: too many children with disabilities are still missing out on access to swimming.

Our fundraising events are how we change that.

We design and deliver some of the UK's most iconic open water swimming events - bold, logistically complex, community-driven experiences that generate unrestricted income to directly fund our programmes.

We own these events end-to-end and run them with the same care, creativity, and commercial discipline as a business.

This Events Manager (Maternity Cover) role sits right at the heart of that model.

## The opportunity

This is a 10 month maternity cover for our Events Manager, covering a pivotal period in our events calendar.

You'll take ownership of **operational delivery of our 2027 event season**, and play a key role in preparing the 2028 event cycle.

This is a delivery-focused role - responsible for making events happen smoothly, safely, and to a high standard - while contributing operational insight into how the programme evolves.

You'll be stepping into a well-established team, supported by strong systems, trusted suppliers, and an experienced senior team.



We're a small, high-trust team. We move quickly, work independently, and make clear decisions. We don't do unnecessary process - but we care deeply about safety, quality, and experience.

If you're excited by ownership, complexity, and responsibility, you'll thrive here.

## What you'll actually own

### 2027 event delivery

#### Flagship River Swims (supported delivery)

Working alongside our Events Team, you'll help deliver defined workstreams across Level Water's flagship river swim events:

- Dart10k
- Bantham Swoosh & Boomerang
- Hurly Burly

You'll take operational ownership of agreed areas across logistics, production, swimmer experience, and on-the-day delivery - acting as a calm, capable lead within a complex delivery environment.

#### Wild Swim Relay Series (full ownership)

You will lead the end-to-end delivery of the Wild Swim Relay series.

This includes working with the Events Team to:

- Manage logistics, equipment, and event setup
- Lead on-the-day delivery across multiple locations
- Act as the central coordination point for internal staff, the Volunteer Manager, and suppliers
- Manage live timelines and responding to issues in real time
- Make operational decisions within agreed safety and escalation frameworks
- Work closely with the Event Director to ensure safe and effective delivery
- Ensure a high-quality experience for swimmers, volunteers, and partners
- Sign-off all swimmer comms in the lead up to the event including Email sign-off and live webinar delivery [Level Water Session: WSR Trifarm 2025](#)



You'll be accountable for delivery against agreed budgets, safety standards, and participant experience goals.

## 2028 event preparation & ticket launches

From April 2027, you'll also support the preparation and execution of the 2028 event season.

This includes working with the Events Team:

- Coordinate permissions with key stakeholders
- Support event setup across systems
- Check participant journeys, pricing structures, and add-ons
- Ensure data accuracy and readiness ahead of launch
- Feed operational insight into timelines and delivery
- Work alongside the Marketing team to ensure event information is accurate, clear, and ready for participant communications

You'll play a key role in ensuring continuity between delivery and future planning, while strategic direction and final decision-making sit with senior leadership.

## Team leadership & collaboration

- Coordinate delivery teams across events
- Support the Volunteer Manager and wider delivery teams
- Work closely with senior leadership on key areas such as permissions, risk, and partnerships
- Be hands-on when needed - including build, pack-down, and logistics

## How this role fits

This role sits within a developing team structure.

This role reports to our Event Director.

It is focused on **delivery and coordination**, rather than overall ownership of events strategy or portfolio direction.



## Who this role is for

We're looking for an experienced Events Manager who is comfortable operating with high autonomy and accountability.

You will:

- Plan thoroughly and deliver calmly under pressure
- Communicate clearly with a wide range of stakeholders
- Take pride in safe, well-run, high-quality events
- Hold multiple workstreams without losing grip on detail
- Make sound decisions in live environments
- Take ownership and follow things through

Experience delivering mass participation events is essential. Experience with outdoor swimming events (swimming or triathlon) is highly beneficial.

## You'll thrive here if...

- You want full ownership of complex event delivery
- You're confident making decisions without waiting for layers of sign-off
- You enjoy working in a small, high-trust team
- You stay calm, clear-headed, and solutions-focused when plans change
- You take pride in the details that shape participant experience
- You're motivated by events that directly fund real impact

## Why Level Water?

Our values - Bold, Driven, Personal, and Joyful - are at the heart of this role.

You'll be trusted with real responsibility, supported to deliver at a high level, and part of a team building something ambitious.

You'll see the impact of your work directly - in the events you deliver and the children those events support.



### **Practical details:**

- Contract: 10 Months
- Salary: £40-45k pro rata
- Hybrid working: Tunbridge Wells office 1-2 days per week
- Travel required events, venues and stakeholders throughout the year but specifically from June 2027 onwards.
- You will be onsite for 7-10 events.

## **How to apply**

**We want to hear from you in whatever way best shows us who you are and how you think.**

Get creative. We really want to get a feel for your personality and style. A traditional CV and cover letter? Great. A video introduction? Awesome. Whatever format helps you shine and show us who you are.

### **Here's what we'd love to know:**

1. What would your approach be to sourcing a new supplier for an individual event?  
Would you use the same supplier across all events?
2. What interests you about working with Level Water, and how would you bring Level Water 'vibe' to onsite event delivery?

We're interested in your approach, your ideas and what matters to you.

### **Before you apply:**

If you've got questions about the role, the team, or whether this might be right for you, please reach out. I'm Fred Newton, Events Director at Level Water, and I'd genuinely love to chat.

Email me at [fred@levelwater.org](mailto:fred@levelwater.org)

### **Ready to apply?**



Send your application to [fred@levelwater.org](mailto:fred@levelwater.org) with the subject line: "Events Manager at Level Water - [Your Name]"

You should have the right to work in the UK.

**Deadline:**

We're reviewing applications on a rolling basis and will close this advert once we've found the right person. The deadline to submit your application is on the 6th November. So if this excites you, don't wait, but do take the time to show us who you really are.

We'd rather see your best work than a rushed application. If you need a bit of time to put that together, talk to us.

We're excited to meet you. Let's build something brilliant together.