



## Events Assistant

1-year Fixed Term Contract

50% FTE (Flexible working schedule to cover events)

Working from home

Annual salary: £30,000 *pro rata*

### ABOUT US

The [Environmental Funders Network](#) (EFN)'s vision is an effective, flourishing ecosystem of environmental philanthropy that is supporting people and the planet to thrive together. Our mission is to cultivate knowledge and relationships that enable environmental philanthropy to step up its impact in response to the climate and nature emergency.

We provide tailored support across the funding community to strengthen their work – whether that's within our membership network for funders and advisors, or in our forum for fundraisers. We share knowledge, expertise and research; foster connections; and work to motivate and support those not yet funding environmental causes to give. Further information can be found in our 2024 [Annual Report](#) and our [Strategy 2025](#).

EFN works as a remote staff team across the UK, engaging with funders based in England, Wales and Scotland. Those funders are active in supporting a wide range of environmental organisations and initiatives both in the UK and around the globe. The organisation has over 1,000 funder participants and 1,800 participants in our fundraiser forum.

### HOW WE WORK

We are a fully remote team and pride ourselves on maintaining a culture of kindness, trust, inclusion and mutual respect. We are mindful of work-life balance and offer flexible working patterns wherever possible, including around childcare, health needs, and other responsibilities. We support asynchronous working with a small number of fixed meeting times to ensure strong collaboration and alignment. Occasional in-person attendance is expected for key meetings and events – we aim to accommodate individual circumstances and balance this with in-person working.

### ABOUT THIS ROLE

Events are at the heart of how EFN brings its community together, creating spaces for our funder and fundraiser networks to connect, learn and collaborate. From intimate online roundtables to larger in-person convenings, our events programme spans a wide range of formats and audiences.

You can view an example of a funder online event [here](#) and an example of a fundraising event [here](#). To learn more about our in-person convenings, you can read this blog about a [recent GFF Nature Retreat](#) and this blog about a [one-day funder-fundraiser conference](#).

EFN's Programme Team is made up of our Scotland Lead, Funder Network Lead, Environmental Groups Lead and Head of Developing Philanthropy. Each of these roles produces events targeted at different audiences, ranging from new philanthropists and wealth advisors to funders and fundraisers. The **Events Assistant** will support the Programme Team to plan and deliver our annual programme of 50+ events. You will be responsible for the end-to-end logistics, coordination and delivery of EFN's events, ensuring they run smoothly and leave attendees feeling informed, connected and inspired.

This is a varied and hands-on role that requires strong organisational skills, excellent attention to detail, and a genuine enjoyment of bringing people together. The successful applicant will be line-managed by Oscar Brennecke-Dunn, EFN's Funder Network Lead, who leads on curating activities for EFN's funder membership. Oscar can be contacted at [oscar@greenfunders.org](mailto:oscar@greenfunders.org).

## KEY RESPONSIBILITIES

Following direction from EFN's Programme Team, the Events Assistant will own and lead all the tasks needed to bring an event to life. For example, you will be responsible for securing venues, managing speaker logistics, promoting events through our ticketing and communications channels, ensuring seamless event delivery on the day itself and post-event wrap-up. This is a hands-on, detail-oriented role that sits at the operational heart of how EFN connects and convenes its community.

Below are further details on the responsibilities of this role.

### Event development & production

Turning event concepts into well-organised, well-run occasions.

- Identify and secure appropriate venues for in-person events.
- Keep EFN's events calendar up to date, and send logistics information and calendar invites to speakers and key stakeholders in good time.
- Book preparation calls with speakers ahead of each event.
- Share relevant information with speakers, including anonymised attendee lists and any pre-event briefings.
- Ensure speakers are set up for success, including a final tech check for online events and a full briefing for in-person occasions.

### Promotion & audience development

Ensuring the right people know about and sign up to EFN's events.

- Choose or create graphics and images for use on the website and social media with support from EFN's communications team.
- Add events to our ticketing system (we use Ticket Tailor) and EFN's website, ensuring all information is accurate and up to date.
- Submit event blurbs for inclusion in EFN's newsletters and events mailers.
- Coordinate targeted invitations to relevant organisations and individuals, drawing on speaker networks and EFN's own contacts.
- Encourage speakers to invite funders within their networks and to share relevant contacts to inform targeted outreach.
- Monitor ticket sales and take action to boost attendance where needed.
- Send broadcast reminders to registered attendees, including logistical information and any relevant pre-reading.
- Check speaker bios and headshots where used, ensuring consent has been obtained for how they are listed.

## **Event delivery**

Ensuring the smooth delivery of events both online or in person.

- For online events: you will be responsible for "hosting" the call, including opening calls early for tech checks, managing the waiting room for late joiners, spotlighting speakers, monitoring the chat, and managing breakout rooms where needed.
- For in-person events: arrive early to check the venue layout, accessibility and signage, oversee catering and name badges, and manage any hybrid tech setup.
- Check in attendees using our ticketing app (we use Ticket Tailor).
- Provide ongoing logistical support throughout each event, anticipating and resolving any issues as they arise.

## **Post-event wrap-up**

Closing out events effectively and ensuring learning and content is shared with the community.

- Draft and send a wrap-up email to attendees, ideally within one week of the event.
- Upload event recordings to EFN's website (we use Vimeo to host our recordings).
- Maintain accurate records of attendance and engagement data in our CRM (we use Salesforce).

## ABOUT YOU

We are looking for a highly organised and people-focused individual who takes pride in delivering events that run seamlessly and leave attendees feeling well looked after.

### Essential

- Demonstrable experience coordinating events, either online or in person, from planning through to delivery.
- Excellent organisational and project management skills, with strong attention to detail and the ability to manage multiple events at different stages simultaneously.
- Confidence working with online event platforms (we use Zoom) and ticketing systems (we use Ticket Tailor).
- Strong written communication skills, with the ability to draft clear and professional attendee communications, invitations and wrap-up emails.
- A proactive, problem-solving approach, you are comfortable anticipating issues and taking initiative to resolve them.
- Excellent interpersonal skills, with confidence communicating with a wide range of stakeholders.
- Advanced IT skills, including online meeting platforms.
- A self-starter who is comfortable working remotely and managing their own workload within a small, part-time team.
- A commitment to EFN's mission and [JEDI commitments](#).
- A willingness to travel occasionally to Scotland and other parts of the UK to support in-person events.

### Desirable

- Experience using CRM systems such as Salesforce.
- Experience using graphic design tools such as Canva for creating event graphics.
- Experience of hybrid event delivery, including managing in-person and online participants simultaneously.
- An interest in or knowledge of the environmental sector, philanthropy or the charitable sector more broadly.
- An enjoyment of people, and an enthusiasm for working within an organisational culture that emphasises kindness and mutual respect.

We recognise that candidates may not meet every requirement listed, and we welcome transferable skills and varied career paths.

## TERMS & CONDITIONS

- **Contract:** Fixed Term Contract for one year, subject to a six-month probationary period.
- **Hours:** 0.5 FTE/2.5 days a week (17.5 hours) to include Tuesdays and with a flexible working schedule to cover events as needed. For any extended hours worked through event or travel time, time off in lieu (TOIL) will be provided.
- **Salary:** £30,000 pro rata.
- **Location:** Working from home, ideally within 90 minutes of London by train. Regular travel to London will be required for in-person events, with occasional travel to other parts of the UK.
- **Equipment provided:** laptop, IT support, allowance for homeworking etc
- **Holidays:** 25 days per year (plus bank holidays), pro rata.
- Other benefits:
  - Flexible working options
  - 7% employer contribution to pension
  - Learning and development opportunities
  - Working from home allowance

If you require any adjustments to the application process or to the role itself (for example due to a disability, neurodivergence, or caring responsibilities), please let us know—we are committed to making this process as accessible and supportive as possible.