



National Events Executive



About Meningitis Research Foundation

Meningitis Research Foundation is the world's leading meningitis charity, dedicated to defeating meningitis wherever it exists.

Founded in the UK more than 30 years ago by people whose lives had been profoundly affected by meningitis, we bring together global evidence and lived experience to create accessible information that empowers communities, informs policy and drives action to reduce the devastating impact of the disease.

We run the UK's most comprehensive meningitis support and outreach programme, fund and champion global research, campaign for better health policy in the UK and worldwide, and raise awareness so more people understand meningitis symptoms, risks and routes to prevention.

Through our worldwide network of advocates, the Confederation of Meningitis Organisations (CoMO), we bring together people and organisations united by a shared purpose: to defeat meningitis.



Meningitis Research Foundation values

We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world.

We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference. If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy.

Our National Events programme

Our National Events programme is responsible for a significant proportion of our events income with hundreds of supporters taking on iconic events including the TCS London Marathon and AJ Bell Great North Run.

The National Events Executive is an exciting role at MRF within a warm, driven fundraising team. Last year, the programme raised over £500,000 by supporting hundreds of runners to achieve much more than just race milestones.

Many of our participants join Team MRF for deeply personal reasons, having had first-hand experience of the disease. Without Team MRF runners we would not be where we are in the race to defeat meningitis. These supporters are fundamental to our work and have been so since our early days as a charity.

The National Events Executive role

We are hiring for this role to expand our capacity to deliver our National Events for a fixed period.

After the announcement of the 2027 Double TCS London Marathon, the charity have been lucky to secure a significant number of places on both days. This increase in supporters requires additional staffing resource - we want to ensure our supporters have an amazing experience with us on Team MRF. The current programme lead is being seconded to manage this project.

You will support with the delivery of this one-off double event. You will have ownership of the Great North Run and RUN-FEST events.

Key details

Salary: £27,000

Location: Bristol or flexible with home working

Contract type: Full time, fixed-term contract (9 months)

Who are we looking for?

You are a people person

This role is all about working with people, encouraging them as part of Team MRF and supporting them to reach their fundraising goals. You will need to be enthusiastic, outgoing and thrive in motivating people to take action through their fundraising.

You are passionate

You will need to be an advocate for our work to defeat meningitis, enabling people to achieve their goals and achieving the best for the charity. It is through the determination of everyone involved with the national events programme that we are able to deliver a number of our goals as a charity. You will harness that passion to help each runner succeed and understand what a difference they make along the way.

You are a skilled communicator

We are proud of our quality supporter communications, social media pages and in person support. You will be equally happy running a webinar, creating engaging marketing materials and copy writing or helping someone with their fundraising plan on the phone.

You love variety

With many different elements to the role from planning, marketing, stewardship and event delivery you will need to be flexible and adaptable. This isn't a fully desk-based job, as at different points of the year you will get the chance to meet Team MRF runners face to face by attending events and delivering post-race celebrations.

You are organised

With large teams of runners across a rolling annual events programme you must feel comfortable in managing deadlines, overlapping plans and keeping on top of supporter communications.

You want to make a difference

Meningitis is a serious, often life-threatening illness that can kill in hours. Meningitis affects around 2.3 million people globally every year. One in ten people who get meningitis will die. We are driven to change this in all that we do. We promise to continue to raise awareness and be there to support people who have been affected. If this excites you, then you could bring a lot to this role.

How we will support and develop you



Weekly 1-2-1s with your line manager to ensure you are developing in the role



Induction meetings with colleagues from across the organisation to understand what we are doing to defeat meningitis



Regular opportunities to meet with the whole fundraising team for in depth project development and training sessions



Access to Fundraising Everywhere through organisation membership

Job description

Job purpose and summary

This role will see the successful candidate support a portfolio of successful national events. You will be involved in all aspects of the event cycle from marketing and participant recruitment to supporter stewardship and race day logistics.

The role requires a good attention to detail, strong prioritization skills, sensitivity and flexibility. Whether you come with direct events fundraising experience or have transferable skills that the role requires, we will support and develop you to excel in your role.

Meningitis Research Foundation is based in Bristol, but the role is open to remote working with visits to the office every 1-2 months (visits will be more frequent during events season).

Reports to

The Senior National Events Executive will be responsible for your post and will ensure you have been given appropriate support and development in your role.

Key tasks and activities

Role specific

- Manage a selection of national events - executing the planning, delivery and evaluation of these events with the support of your line manager
- Inspire individuals with a connection to the cause to take on events for Meningitis Research Foundation to support our vision of a world free from meningitis
- Deliver marketing and recruitment strategies to ensure we reach our targeted number of participants for each event
- Deliver best in class stewardship (across phone, email, SMS and post) to ensure supporters have the best experience with Meningitis Research Foundation

- Work with the Senior National Events Executive and Communications Team to identify strong supporter stories and PR opportunities
- Work with the Senior National Events Executive to identify supporters with high value potential (e.g. corporate or major donor) and ensure these are shared with senior management
- Other duties as reasonable requested by the Senior Fundraising Manager or Head of Fundraising

General, personal & developmental

- Maintain records on our database in a timely and accurate manner
- Flexibility to support colleagues when needed and the ability to communicate your support needs openly and effectively
- Work with your line manager to identify professional training and development needs
- Keep abreast of the charities work and developments in the field of meningitis and meningitis-related sepsis
- Keep abreast of sector wide trends in events fundraising through networking

How to apply

Please return a **CV and cover letter** detailing how your experience meets the job description via email to talent@meningitis.org.

The closing date for completed applications is 9am on Friday 7th August 2026. We advise you to submit an early application for the strongest chance of securing an interview.

Interviews will be held on the week commencing Monday 17th August 2026.

Should you have any questions or if you would like to discuss the role further, please contact Kate on talent@meningitis.org.

Meningitis Research Foundation is committed to safeguarding. Any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

Person specification

		Essential (E) / Desirable (D)
Training, experience and qualifications	Experience working in an events fundraising role OR working in a charity more widely	D
	Experience of managing teams of event participants	D
Knowledge and skills	Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent written communication skills	E
	Excellent attention to detail	E
	Excellent oral communication skills, strong networker and a confident speaking over the telephone	E
	IT competent including Microsoft office package, Teams and Outlook	E
	Numerate, able to understand and manage financial information	E
	Experience using a CRM or database	D
	Understanding of GDPR and how it relates to fundraising	D

Personal attributes	Self-motivated and able to use own initiative	E
	Effective team player with an ability to build strong working relationships	E
	Ability to demonstrate our organisational values in all areas of your work	E
	Confident, outgoing manner	E
Other	Able to work occasional unsocial hours and a willingness to travel, occasionally overnight for events	E
	Full manual driving license	D

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

Terms and Conditions - Essentials

Location

The Meningitis Research Foundation office is based in Bristol, with the full address of Room 715, The Programme Building 7th Floor, The Pithay, Bristol, BS1 2NB. However this role is open to anyone wishing to work remotely. You will be expected to attend head office every 1-2 months, with visits increasing in frequency surrounding events.

Salary

£27,000 (pro-rata) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around the 25th of each month.

Contract type

Full time, fixed-term (9 months).

Hours of work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Hours worked outside of this can be claimed back in line with our TOIL policy.

Leave

25 days annual leave pro rata + bank holidays.

Expenses

Travel, accommodation or other sustenance (food/drink) costs incurred when travelling on MRF business are covered by our expenses policy.