



SMART
WORKS
READING

SMART WORKS READING EVENTS LEAD

Salary: £30,000-£32,000 FTE depending on experience

Contract: Fixed Term: 6 months with possibility to extend

Working pattern: Part time, 16 hours per week (2 days) Open to flexibility.

Location: Reading, with some travel to London as required

Closing date: Midnight on 26^h August 2026



ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 68% of clients secure a job, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In 2025 we launched our new 5-year strategy- we are aiming to build a future where every woman, at any stage of her career, can access trusted, personalised support to secure employment. We aspire to be local in feel, national in reach, shaped by the voices of women, valuing every story and every success.

More information about who we are can be found on our [website](#).





ABOUT THE ROLE

This is an exciting opportunity for an Events Lead to support the successful delivery and growth of fundraising events for Smart Works Reading. This interim position is perfect for someone who thrives on detailed planning, enjoys building relationships, and wants a fun, varied role contributing to meaningful work.

The role would be based in the Reading centre, with regular travel to London. There will be also occasional evening and weekend work as the role holder will provide key events support.

Smart Works Reading is part of Smart Works Charity, Smart Works Reading is part of Smart Works Charity, and this role will work closely with the Head of Events, Community and Retail Activations and the wider Group Partnerships team, who are London based. Therefore, there will be regular travel to London required to support induction, meetings, events, and ongoing collaboration.



DUTIES AND RESPONSIBILITIES

Working alongside the other part-time Smart Works Reading Events Lead, the successful candidate will be responsible for the following:

- End-to-end delivery of all Smart Works Reading events, including Fashion Sales, 'In Conversations with', Carol Concerts and International Women's Day events and celebrations.
- Managing budgets, timelines and vendor relationships.
- Develop and manage relationships with venues, suppliers and all stakeholders.
- Build rapport with donors, supporters, and community members.
- Recruit and manage Smart Works and Corporate Volunteers to support Smart Works Reading events.
- Proactively resolve any challenges that arise, including managing difficult stakeholders or encountering unforeseen logistical issues, with a solutions-focused attitude and collaborative style

General duties of a Smart Works staff member

- Represent Smart Works entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- Adhere to our policies and procedures and be an ambassador for our charity.
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.



SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

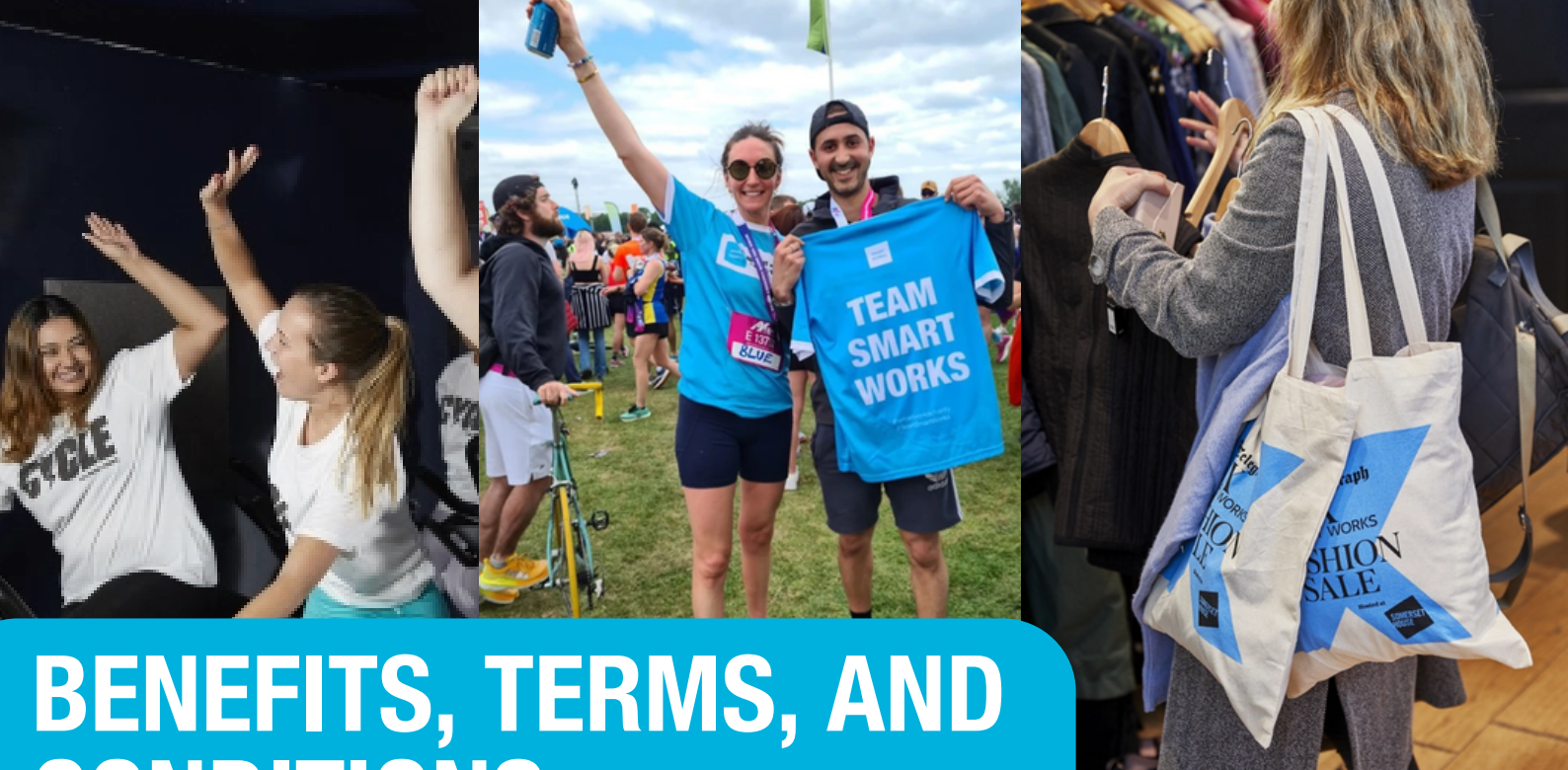
Essential

- Proven event planning experience with strong attention to detail.
- Previous charity or fundraising experience.
- Excellent organisational and project management skills.
- Outstanding communication and relationship-building abilities.
- Experience managing budgets and working with suppliers.
- Proficiency in Canva and social media platforms.
- Ability to remain calm under pressure and problem-solve quickly
- Full UK driving licence preferred.
- Passionate and enthusiastic about the mission and vision of Smart Works.

Desirable

- Interest or background in fashion & retail.
- Experience of contributing to income-generating retail activities.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching Smart Works needs with the skills and experience of candidates. These decisions are made irrespective of age, race (including colour, nationality, ethnicity and national origin), disability (including hidden disabilities), sex, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within Smart Works Charity.



BENEFITS, TERMS, AND CONDITIONS



- Salary of £30,000 to £32,000 (FTE) depending on experience.
- 6 month fixed term contract with possibility to extend and/or increase hours in future
- Part time, 16 hours per week. Open to flexibility on days and hours worked within the typical centre opening times of 9am-5pm Monday to Friday.
- Based in the Smart Works Reading centre but with regular travel to Smart Work's North London centre. Hybrid working in agreement with the line manager.
- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
- Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
- Option to add a partner for a cost and up to 4 children for free
- 24/7 wellbeing phonenumber and free face-to-face counselling on referral
- 3% Employer Pension Contribution, 5% Employee Contribution.
- Enhanced maternity/paternity pay after 1 years service
- Other enhanced compassionate and family leave policies to support colleagues
- VIP access at some Smart Works sales, events and pop-up shops.
- Positive working environment with investment in training and progression.
- All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.



HOW TO APPLY

Please submit a CV and a cover letter (no longer than two pages) by midnight on 26th August 2026. Your application should be addressed to Jennie Macklin, Head of Events.

INTERVIEWS

1st round interviews will take place on **1st or 2nd September** and will be virtual. If you are unable to attend a virtual interview for any reason, please let us know by contacting recruitment@smartworks.org.uk to discuss another arrangement.

2nd round interviews will take place on **8th or 9th September** and will be in person at the Smart Works Reading office.

ADJUSTMENTS

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).