



Events Executive Job Description The Lord Mayor's Appeal

Title:	Events Executive (6-Month Contract)
Salary:	£26,000 - £29,000 per annum (pro rata)
Contract:	6 months minimum (May 2025 – November 2025)
Location:	The Lord Mayor's Appeal, onsite and hybrid remote
Reports to:	Event Manager
Direct Reports:	N/A

ABOUT THE LORD MAYOR'S APPEAL

The Lord Mayor's Appeal is a charity that supports communities and drives positive change by raising awareness and funds for key causes. One aspect of our fundraising is through a variety of high-profile events, where we aim to unite people, businesses, and organisations to make a meaningful impact in London and beyond. Our events create lasting connections and through the funds raised have societal impact as well as being fun.

POSITION SUMMARY

We are seeking an organized, enthusiastic, and results-driven Events Executive for a 6-month contract to assist in the planning, coordination, and delivery of our high-profile fundraising and awareness events. This role is ideal for someone with experience in event management who is looking to work within the charity sector and contribute to the success of impactful events. You will work closely with the two Events Managers to ensure smooth and successful event execution.

KEY RESPONSIBILITIES

1. Event Planning and Coordination:

- Assist in planning, organising, and executing events, from the initial concept through to post-event evaluation.
- Coordinate logistics, including venue arrangements, guest lists, and catering.
- Maintain and update event planning documents and timelines to ensure tasks are completed on schedule.
- Communicate with vendors, suppliers, and stakeholders to ensure all event requirements are met.

2. Guest and Stakeholder Management:

- Support in the management of guest lists, invitations, RSVPs, and on-the-day registration.
- Help ensure all stakeholders, including sponsors and partners, are well-informed and engaged throughout the process.
- Provide customer service support for event attendees, ensuring a positive experience.

3. Marketing and Promotion Support:

- Assist with event promotion, including social media campaigns, email marketing, and outreach efforts.
- Help develop marketing collateral and event materials to ensure consistency with The Lord Mayor's Appeal's brand.
- Work closely with the communications team to drive attendance and media coverage for events.

4. On-Site Event Management:

- Support event logistics on the day, including setup, execution, and breakdown.
- Help to troubleshoot any issues that arise on-site and ensure the event runs smoothly.
- Manage and coordinate volunteers to ensure efficient operation on the day.

5. Post-Event Support:

- Follow up with thank-you letters to sponsors, partners, and participants.

- Gather feedback from attendees, partners, and stakeholders to assess the success of events.
- Assist with post-event reporting, including tracking attendance, fundraising totals, and media coverage.

6. General Administrative Support:

- Support the Events team with administrative tasks, including budget tracking, invoicing, and maintaining event databases.
- Assist with data entry and maintaining accurate records of event activities.

PERSON SPECIFICATION

KEY SKILLS AND QUALIFICATION

- **Experience:** Minimum of 1-2 years of experience in event management, preferably within the charity, not-for-profit, or corporate sectors.
- **Organisational Skills:** Excellent organisational skills with the ability to manage multiple projects and meet deadlines.
- **Communication:** Strong verbal and written communication skills, with the ability to engage effectively with diverse stakeholders.
- **Problem-Solving:** Proactive, with the ability to resolve issues swiftly and professionally.
- **Attention to Detail:** A keen eye for detail, ensuring all event elements are coordinated effectively.
- **IT Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Familiarity with event management platforms (e.g., Eventbrite) is a plus.
- **Team Player:** Ability to work collaboratively within a team, with a positive and flexible approach.
- **Adaptability:** Flexible and able to adapt to changing priorities in a fast-paced environment.
- **Desirable:** Experience working in the charity sector or with fundraising events is highly beneficial.

WHY JOIN US?

As an Events Executive on a 6-month contract, you will have the opportunity to contribute to high-profile, impactful events that make a real difference in the community. You will be part of a dedicated team, learning from industry professionals and gaining valuable experience in event management within the charitable sector. If you're passionate about making a difference and enjoy working on a variety of events, this is the role for you!

TO APPLY

To apply for this role, please submit a CV and Covering Letter, no more than two pages each, outlining how you meet the person specification and send to events@thelordmayorsappeal.org

If you have any questions about this role please do email Catalina Gonzalez-Hirst – Catalina.Gonzalez-Hirst@thelordmayorsappeal.org

Agreed by: Chief Executive Officer

Date: xxxxx 2025