



Events Manager

Compassion UK Recruitment

Events Manager

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| Salary | £39,900 per annum (within D grade) |
| Hours of work | Full-time 35 hours per week over a flexible working pattern |
| Reporting to | Director of Events & Advocacy |
| Responsible for | No Management Responsibility |
| Location | Home-based with extensive travel to various events across the UK |

About Compassion

At the heart of Compassion's ministry is a relentless passion to act on our faith and empower every child left vulnerable by poverty: a purpose embodied in the phrase **"Releasing children from poverty in Jesus' name"**. Our work is **Christ centred, child focused**, and **church based**. You can read more about these principles and our history [on our website](#)

About our department

Our **Partnerships Team** is strategically positioned to serve existing partners and cultivate relationships with new prospective partners. We are excited about inspiring and inviting partnerships right across the UK and Ireland to get involved in the transformation Jesus is doing through frontline church partners in the countries where Compassion works. We are committed to advocating on behalf of the churches, children, families and communities we serve and seek to significantly grow the number of children being served in effective holistic child development programming. We believe in the power of relationships, the fruit of which unlocks outpourings of time, talent and treasure towards our mission.

We are passionate about releasing children from poverty in Jesus' name; committed to achieving ambitious growth objectives; strive for excellence in all we do; and are focussed on developing a high-performing team to serve our partners and donors well. We are committed to the professional and personal development of every team member. We want everyone to thrive and to fully unlock potential so that we can deliver the growth objectives of our mission and ministry.

This is evidenced in numerous ways, including growth development planning and high-performance coaching. The work of the Partnerships department is executed in line with Compassion UK's cultural attributes.

- Our **Church Partnerships** team is passionate about the Church and loves partnering with local churches across the UK. We build meaningful, long-term relationships with church leaders, the churches they lead, and seek to serve them well. We are intentional about speaking at UK-wide and national Church events and conferences as well as in local church gatherings to raise

awareness about poverty around the world and to inspire and invite people to partner with Compassion to see children released from poverty in Jesus' name.

- The **Events & Advocacy** team expands our supporter base and grows our profile through events opportunities, ambassador activities, graduate speakers, and a high-impact volunteer programme, all of which build advocacy for our mission. We are passionate about ensuring world-class excellence is delivered consistently across everything we do. We are data-driven, informed by the best available business intelligence and enabled by high quality resourcing and logistics planning.
- Our **Philanthropy** team creates and nurtures intentional and fruitful relationships which cultivate generous giving with high-net-worth individuals, major and mid-level donors, legators, statutory funders, grant-making bodies and key influencers in the business and the public spheres. We seek to build partnerships that create life-changing programming and delight donors with the impact of their generosity and giving.
- Our **Compassion Ireland** team is a key part of the Partnerships Team and is passionate about growing fruitful partners across Ireland. Compassion Ireland is an independent charity and sits within the partnership-based structure of Compassion International. Compassion UK, also a separate legal entity, is contracted by Compassion Ireland for the delivery of marketing and back-office support services.
- Our **Impact & Research** team enables growth and drives impact through high quality, timely and relevant research and world-class field experience. The team enables Partnerships to cultivate and develop new and existing relationships, clearly understand our growth opportunities and bring knowledge of the impact seen in the field to those we partner with in the UK and Ireland.

About the role

Compassion UK is poised at a significant moment, and we need to achieve ambitious and urgent targets of growth in the number of children released from poverty. We need to develop more and deeper, mutually beneficial, relationships with multi-denominational UK Church leaders, significant event leaders and philanthropists. This will enable us to grow revenue which will increase the impact of Compassion's child development programmes in the years to come.

The Events Team builds long-lasting, mutually beneficial relationships with organisations, businesses and individuals who have the desire, resource, and potential to contribute significantly to releasing children from poverty in Jesus' name.

As the **Events Manager**, you are to work within the Events Team to establish, build, deepen and grow Compassion's relationships with a portfolio of ambassadors and event organisers, to achieve acquisition objectives. This role supports the Director of Events and Advocacy and plays a key part in delivering the Events & Advocacy strategy through senior-level coordination, operational leadership, and stakeholder engagement. You will support the broader team while taking increased ownership of event delivery and relationship management.

Additionally, you will contribute strategically to the planning and execution of high-impact events. Your work will be instrumental in helping the team meet and exceed acquisition targets, with a particular focus on the effective coordination and optimisation of event experiences.

Responsibilities

Project manage allocated events, special projects and ambassador tours.

- Take ownership of the end-to-end delivery of a portfolio of high-impact events, contributing to strategic planning discussions and ensuring alignment with Compassion UK's acquisition goals. This may include delegating tasks to the relevant internal teams, setting deadlines and goals and monitoring and reporting on these.
- Independently manage and deepen relationships with a portfolio of event organisers, artists, and ambassadors, identifying opportunities for increased engagement and acquisition impact.
- Work in collaboration with the Events Team and internal stakeholders, to ensure we have clear communication, and all interested parties are briefed effectively and efficiently, so they are able to complete their requirements to support each event with world-class excellence.
- Act as a liaison between the Events Team and departments such as Church Partnerships, Philanthropy, and Marketing to ensure event messaging and supporter engagement strategies are aligned.
- Lead the coordination and deployment of event volunteers, ensuring they are equipped and supported to deliver a high-quality supporter experience. Make a proactive contribution to bringing excellence and quality assurance to Compassion's presence at events, including leading and briefing the team effectively (this will require working on some weekends and out of hours).
- Enter data in Right Now, Excel or other event software as required, and update regularly to ensure accurate reporting.
- Provide regular updates and any issues on the events/projects you are responsible for, to the Director of Events & Advocacy, and the wider Events Team.

Maximise opportunities through Events and Ambassadors.

- Work strategically and creatively to ensure the Partnerships Team acquisitions targets are met (and ideally exceeded) and contribute to any meetings regarding creative content and resources.
- Speak regularly at events of varying sizes, to grow the number of children supported through Compassion's holistic child development programme (in the region of 15-20 activities p.a.).
- Produce and maintain a contact and activity plan for all allocated key partners relationships, for periodic review and agreement with the Director of Events & Advocacy.
- Hold regular, planned reviews with designated key partner relationships to identify opportunities for Compassion.

- Manage issues and resolve queries coming from designated key partner relationships and escalate to the Director of Events & Advocacy where necessary.
- Identify any new opportunities with key partners for Compassion UK.

Develop and implement effective growth strategies and engage key stakeholders.

- Support the Director of Events & Advocacy to develop and implement comprehensive strategies to support Compassion UK's events and festivals, ensuring alignment with organisational goals and ethos.
- Be responsible for performance objectives, standards and targets.
- Foster strong relationships with internal and external stakeholders to ensure everyone is engaged and aligned with the mission.
- Demonstrate excellence in organising and conducting training sessions, proficiently delivering content both in-person and through online platforms. Evidence capability of effectively facilitating learning experiences in various formats.
- Lead on post-event analysis and reporting, providing insights and recommendations to inform future planning and improve acquisition outcomes.

Actively maintain and promote Compassion UK's Christian ethos and values.

- Take personal responsibility to participate positively in the spiritual life of the organisation;
- Pursue your Christian faith and personal relationship with God through ongoing collective and individual spiritual development, prayer, and worship;
- Work in accordance with Compassion UK's [Statement of Faith](#), [Core Values](#), [Ethos Statement](#), and other policies, including [our commitment to Child Protection](#).

About you

The ideal candidate will bring the following skills and experience to thrive in this role:

- **Proven track record in successfully executing editorial projects** or orchestrating event management.
- **You will be a confident and effective public speaker** with experience of preaching on platforms of various sizes.
- **Skilled in cultivating genuine connections and fostering meaningful relationships**, displaying strong interpersonal abilities as a 'people person.' Proficient in building rapport and establishing lasting connections with individuals across diverse settings. That benefits everyone and supports Compassion's Christian ethos and mission.
- **Skilled professional well-versed in volunteer management**, safeguarding practices, and compliance standards.

- **You must be willing to travel extensively to various events across the UK**, work weekends and evening work. Time off in lieu will be provided.
- **Robust personal skillset encompassing proficient written and verbal communication**, adept workload management, independent work capabilities, maintaining composure during high-pressure situations, and stimulating creative ideation.
- **Proficiency in utilising Office 365**, demonstrating expertise in a wide range of productivity tools such as Word, Excel, PowerPoint, Outlook, and other applications.

It would be beneficial (although not mandatory) to possess:

- Working knowledge and familiarity with Christian festivals and events, and volunteer management.
- Experience using a CRM solution.

Additional requirements:

- Full UK driving licence.

Compassion UK's cultural attributes

- **Personally committed to the Christian faith.** There's an occupational requirement for the holder of this role to be a practising Christian, to promote Compassion's ethos and to help others experience, explore, and express the faith-based motivation of our work. (You can read more about this in our [Policy on Posts to be Held by Christians](#).)
- **Deeply connected to Compassion's ministry to children.** It is important that you share Compassion's heart to reach out in Jesus' name to children suffering the injustice of poverty and are eager to support in achieving our mission. We would expect you to be dedicated to working in a manner that prioritises child protection, especially by promptly raising any concerns related to child safety.
- **Aligned to Compassion UK's cultural attributes.** We strive to live and work in a passionate, innovative, collaborative, effective, grace-filled, and joyful way. We expect you to be able to work in accordance with Compassion's culture and values and hold yourself accountable for growing in them. Therefore, one interview area will explore your active personal commitment to the Christian Faith.

This is not an exhaustive list but a guide to the main areas of responsibility. Any substantial changes to this job profile will be discussed fully with the post holder.