

Kick-Start a Rewarding Career

**Recruitment Pack 2025 | 1446 AH
For the Role of Events and
Community Activity Officer**

Apply Online



Job description for the role of Events & Community Activities Officer

The Preliminaries

Location	Greenfield Road, London E1	Type	In-Office & Remote
Salary	Competitive	Reporting	Head of Fundraising / Director of Community Engagement
Hours	Full-Time & Part-Time		

Job Purpose

The Events and Community Manager is responsible for planning, coordinating, and executing special events within the community to enhance brand awareness, increase donor support, and foster community relationships. They will lead event logistics, manage budgets, and collaborate with volunteers and partners to ensure successful delivery of key events throughout the year.

Key Responsibilities

Event Planning & Delivery

- Plan and deliver a yearly calendar of events, including fundraising dinners, community outreach, and awareness campaigns.
- Develop creative event concepts that align with organisational goals.
- Manage logistics: venue booking, permits, equipment, catering, and on-the-day coordination.
- Prepare and manage budgets for each event.
- Monitor expenses and ensure cost-effective delivery.
- Secure sponsorships and partnerships to increase event revenue and value.
- Track performance and report on financial outcomes, profitability, and return on investment (ROI).

Community Engagement

- Build and maintain strong relationships with community leaders, local groups, sponsors, and partner organisations.
- Organise impactful community activities such as workshops, awareness days, and volunteer events.
- Act as a key point of contact for internal and external stakeholders to support smooth event delivery.

Volunteer Management

- Recruit, train, and support volunteers for events and activities.
- Lead volunteer inductions and provide ongoing guidance and motivation.
- Implement retention strategies and regularly recognise contributions to maintain engagement.

Marketing & Promotion

- Support the development of promotional strategies to maximise event participation.
- Coordinate with the marketing team to deliver branded materials on print and digital platforms.
- Ensure all event communications are consistent with the organisation's identity and tone.

Monitoring, Evaluation & Reporting

- Conduct post-event evaluations to collect feedback and assess impact.
- Prepare event reports covering attendance, finances, and engagement outcomes.
- Recommend improvements and bring forward innovative ideas for future events.

Lonely Orphans

Advocating for orphans and vulnerable children globally, fostering hope, joy and a future filled with opportunities for every child.
Lonely Orphans is a registered charity (1171230) in England & Wales.
Registered Offices 93-101 Greenfield Road, London E1 1EJ

Saving lives together

Person Specification for the role of Events & Community Activities Officer

Candidate Profile

REQUIRED	DESIRABLE
Key Qualifications & Experience	
Bachelor's degree in Event Management, Marketing, Communications, or a related field.	Additional training or certifications in community engagement, volunteer management, or fundraising.
Minimum 2 years of experience in planning events and engaging with communities.	Experience within the charity, non-profit, or humanitarian sector.
Demonstrated ability to manage logistics and coordinate multiple stakeholders.	Experience securing sponsorships or managing event budgets.
Proven track record of delivering events from concept to completion.	Familiarity with safeguarding and working with vulnerable communities.
Skills & Competencies	
Strong organisational and project management skills.	Ability to work under pressure and meet tight deadlines.
Excellent written and verbal communication skills.	Confident in public speaking and hosting events.
Team player with the ability to build strong relationships.	Knowledge of CRM systems and event management platforms.
Creative and resourceful in developing engaging activities.	Visual or graphic design skills to support event materials.
Other Requirements	
Flexibility to work evenings and weekends as needed.	Driving licence and access to own vehicle for event travel.
Willingness to travel locally or nationally for events.	First aid training or event safety awareness.
Commitment to the mission, values, and vision of Lonely Orphans.	Understanding of and sensitivity to different cultures and faiths.