



## Job Description: Events Officer (7 months)

LOCATION: LONDON, UK

FULL TIME: 37.5 HOURS PER WEEK, 7 MONTH FIXED TERM CONTRACT

REPORTING TO: PARTNERSHIPS AND EVENTS MANAGER

START DATE: ASAP (IDEALLY JANUARY 2024)

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand.

### About the position

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This is an exciting opportunity for an ambitious individual looking to work in the international development sector, with a dynamic non-profit organisation that is working to improve the lives of millions of the most vulnerable people around the world.

The Freedom Fund has a full-time role available for an energetic, committed, and thoughtful professional to support the administrative needs of our Events team. Reporting to the Partnerships and Events Manager based in London, the selected candidate will provide high-quality administrative support to ensure the successful delivery of Freedom Fund events, with a particular focus on its Global Staff Retreat that is due to take place in June 2024.

The Global Staff Retreat is a key internal event in the Freedom Fund's calendar of activities. Every two years, staff from all our locations gather for a week to participate in cross-learning and strategizing sessions, as well as team building activities.

**The selected candidate will ideally be able to start from January 2024.**

## Responsibilities

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Working closely with the Partnerships and Events Manager and the wider Events Team, the successful candidate will:

### Support the 2024 Global Retreat (60%)

- Act as the main point of contact and coordinator (with oversight and support from the wider Events team) for the delivery of the Freedom Fund's 2024 Global Staff Retreat in the UK, in June 2024.
- Coordinate and contribute to the overall logistical planning.
- Manage travel bookings and visa applications, liaise with, and communicate plans effectively with attendees.
- Liaise with venues and other suppliers, such as interpreters and AV teams, as required.
- Monitor and update attendee and rooming lists.
- Set up and actively contribute to planning meetings, and update planning and monitoring tools.
- On site event coordination and management, in close collaboration with the Events Team.
- Conduct post-event evaluation, including finalising budget reporting, post-event surveys (where applicable), lessons learned etc.

### Provide additional events support (40%)

- Further support the Events team as needed on activities such as board meetings, donor trips, conferences, receptions, team retreats and webinars: venue research and communication on-site help at Freedom Fund events to meet and greet guests and assist with technical support; manage logistics, invitations, RSVPs, and guest lists.

## Qualifications and experience

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### Essential

- At least 2 years' experience in supporting the organisation of medium to large complex in-person, multi-day events and overseas travel.
- Strong experience of working with multiple stakeholders, suppliers and vendors.
- Previous experience of working within a budget and monitoring costs.
- Previous experience of booking international travel for a team, including flights and visa support.
- Excellent written and verbal communications skills in English, including experience with formal business correspondence.
- Proficiency with using MS Office (Excel, Word, and PowerPoint), Google Doc, Google Sheets, Zoom, and Gmail. Knowledge of the Salesforce database is an advantage.

## Personal attributes

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### Essential

- Highly organised, with strong prioritisation and administration skills, including excellent attention to detail and a proven ability to work to deadlines.
- Ability to learn new processes quickly.
- Ability to work autonomously, think creatively, proactively identify key issues, think ahead, anticipate needs and use judgement to adapt solutions to meet situational needs.

- The ability to work and communicate well with others - including with relevant stakeholders across multiple countries and time zones.
- Team player committed to the Freedom Fund's values.
- Have the right to work in the UK without work permit sponsorship from the Freedom Fund.
- Ability to work from the London Office at least two days a week, plus at any other time that is deemed necessary to meet with the team, relevant stakeholders, and vendors.

## Compensation

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- £31,144 - £32,783 per annum, (£18,167 - £19,123 for 7 months) dependant on experience.
- 10% non-contributory pension scheme.
- 25 days holiday per annum, plus public holidays (pro rata).

## Application procedure

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Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'Events Officer' in the subject line. We will be holding interviews on a rolling basis.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of human trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of human trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org)

## Background checks

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As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of human trafficking and/or forced labour. Applications from individuals with a criminal

record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.