

Event Manager – Freelancer, part time contract up to 2 years, starting asap.

40th Anniversary Campaign – 500 Futures.

Overview:

The Cardinal Hume Centre is seeking an experienced freelance Event Manager to deliver several key events forming part of our *40th Anniversary* and the *500 Futures Campaign*. The campaign aims to prevent future homelessness by supporting children today.

A dedicated 40th Anniversary Development Board has been established to raise an additional £1.2m over the next two years to strengthen our core work with young people, children and families facing homelessness, and to expand outreach within the Westminster community.

Scope of work

The freelance Event Manager will coordinate and deliver a series of strategic engagement and stewardship events for donors, supporters and partners, including 3 flagship events planned so far:

- **Poetry evening and Reception in Poet's Corner, Westminster Abbey**
Following Evensong with poetry readings
Date: 9 July 2026
Guests: up to 200; invited by the Development Board
Partnership: Strategic Funder - Westminster Abbey
- **Westminster Cathedral Mass and Reception**
Date: 13 October 2026
Guests: Up to 200 long-standing supporters, stakeholders and partners, past and present volunteers and staff; invited by the Centre
- **Reception at Mercers' Hall**
Date: 20 April 2027
Guests: Up to 200; invited by the Centre
Purpose: Celebrate donors and introduce new supporters
Host: Strategic Funder - Mercers' Company
- **Smaller events such as private dinners, where capacity allows. Further events will be planned as the year progresses.**

Key deliverables

Work will be under the direction of the 40th Anniversary Campaign Manager and the Director of Fundraising and Communications. Responsibilities include:

Event Planning and Coordination

- Develop comprehensive event management plans, timelines, and approval processes - to be used in these events and to support other events for the Cardinal Hume Centre.
- Lead full event delivery, ensuring smooth coordination with venues, caterers, AV/technical teams and other suppliers.
- Manage event budgets and expenditure approvals.
- Produce event materials.
- Liaise with the Communications Manager on Press and PR opportunities.

- Liaise with the Services Teams on any client involvement or participation with events.

Guest Management

- Oversee invitation processes and guest list coordination using our CRM system, Donorfy and Event Brite.
- Ensure accurate data handling, RSVPs, and follow up communications.

Content and Programme Development

- Design event content and programme flow, ensuring appropriate contributions from staff and the volunteer Development Board.
- Produce event concept papers and briefing documents for speakers, participants, staff and volunteers.
- Co-ordinate home team briefings.

Post Event Follow up

- Ensure a clear follow-up plan is in place for fundraising staff and Development Board members, aligned with campaign goals.

Key working relationships

- 40th Anniversary Campaign Manager
- Director of Fundraising and Communications
- Fundraising and Communications Team
- 40th Anniversary Development Board (Volunteers)
- External suppliers (venues, catering, technical support)
- Frontline Services Teams in the Centre

What you'll bring

- Extensive event management experience
- Successful event management with high client satisfaction
- Strong organisational skills, with a demonstrable creative approach
- Knowledge of event sector and best practice
- Calm under pressure
- Tech savvy (using our donor CRM Donorfy is key to our fundraising success)

Terms

- We are looking for expressions of interest from freelancers to deliver this work for 3 days a week (21 hours) at a rate equivalent of £35k per annum pro rata or equivalent cost envelope.
- We are open to discussion about hours; the contract could start with less hours with more hours/days allocated in the run up to events, generally across Mondays to Thursdays.
- Flexibility with hours (*remote working with an expectation to work in the office when required for in-person meetings, event briefings or site visits*)
- Availability to work evenings/at times of our events.

Contact

- Expressions of interest invited by Monday 4 May, to be reviewed on a rolling basis to Rachel Case, Director of Fundraising and Communications
rachelcase@cardinalhumecentre.org.uk
and Helena Barber, 40th Anniversary Campaign Manager
helenabarber@cardinalhumecentre.org.uk