



EVENTS MANAGER

About the job

Location: Home Based (with occasional travel for events)

Salary: Up to £35,000 per year FTE

Contract: Permanent, part time - 3 days per week, 0.6 FTE

About Us

This is a unique opportunity to join two impactful organisations—The Hallmark Foundation and The Goyal Foundation—and play a key role in delivering their transformative missions. As Events Manager, you will work across both organisations, supporting their goals through the design and execution of high-impact events. Reporting to the Head of Programmes and Partnerships and working closely with trustees and stakeholders, you'll be at the heart of efforts to drive engagement and deliver meaningful change.

At the Hallmark Foundation, our mission is to create a Britain where everyone can age well. We provide grants to support the care workforce of today and tomorrow, fund research and innovation—such as improving dementia care—and make high-quality care accessible and sustainable for all. By working in partnership with our grantees, we maximise the impact of our funding and promote ageing well across society.

The Goyal Foundation was established in memory of parents and grandparents, who arrived in the UK from India nearly fifty years ago with a vision of building a better life for their family. Inspired by this legacy, the Goyal Foundation is dedicated to empowering disadvantaged communities in the UK and abroad. With a particular focus on children, young people, and women, we aim to tackle disadvantage through financial and human resources.

Through programmes like Inner Spark, the Goyal Foundation provides free personal development workshops to schools with higher-than-average rates of free school meals, equipping young people with essential life skills like confidence, resilience, and self-belief. Alongside this flagship programme, Anita Goyal MBE and Avnish Goyal CBE host inspiring workshops designed to empower individuals to reach their full potential.

The Role

As our Events Manager, you will play a central role in planning and delivering impactful events that engage key stakeholders, including philanthropists, educators, trustees, and supporters. You will

balance responsibilities across both foundations, ensuring their unique missions are reflected in every event.

Reporting to the Head of Programmes and Partnerships, you will manage a diverse portfolio of events—from intimate dinners and workshops to large fundraising gatherings—while working collaboratively with a dynamic team and supporting trustees on various strategic projects.

Key Responsibilities

1. Event Management

- Develop and maintain an annual events calendar in collaboration with the Head of Programmes and Partnerships.
- Plan and coordinate events ranging from small donor dinners to large-scale fundraising and career-focused events.
- Oversee all event logistics, including venue sourcing, catering, AV, travel, and budget management.
- Ensure events align with each foundation's mission and strategic objectives.
- Attend events to oversee execution, ensuring smooth delivery and capturing valuable feedback.
- Prepare detailed event plans, timelines, and budgets to guarantee success.

2. Stakeholder Relationship Management

- Build and nurture relationships with key stakeholders, including philanthropists, high-net-worth individuals, educational partners, and trustees.
- Act as the primary point of contact for event-related queries, ensuring stakeholder needs are met and exceeded.
- Work closely with the Head of Programmes to identify new donors and sponsors, contributing to the growth of the foundations' networks.

3. Trustee and Strategic Support

- Collaborate with trustees on various strategic projects, ensuring their expertise shapes the success of events.
- Provide regular updates to trustees and stakeholders on event progress and outcomes.
- Contribute to the strategic direction of the foundations' events programme, offering creative ideas and solutions to improve impact.

Key Events

- The Events Manager will lead the planning and delivery of key events, including:
- The Big Spark: A high-profile flagship event in 2025, attracting around 150 philanthropists and aiming to raise £300,000 for Inner Spark.
- Fundraising Dinners: Exclusive events to deepen relationships with key donors and philanthropists, ensuring exceptional experiences for attendees.
- Ambassadors' Dinners: Gatherings with influential supporters to expand our network and increase the reach of the foundations' initiatives.
- Other Charitable Events and Workshops: Annual workshops and masterclasses hosted by Anita and Avnish Goyal, designed to inspire and empower.

Person Specification

Essential Skills & Experience

- Proven experience in event management, including planning and executing large-scale events.
- Strong organisational and project management skills with exceptional attention to detail.
- Excellent communication and interpersonal skills, with the ability to manage multiple stakeholders and expectations.
- Experience building relationships with high-net-worth individuals and key stakeholders.
- Proactive, solution-focused approach with the ability to work independently and collaboratively.
- Passion for youth development, education, or care sector initiatives.
- Proficiency in event management tools and software.

Desirable Skills

- Experience working in the charity or education sector.
- Familiarity with working alongside philanthropists or high-net-worth individuals.

Why Join Us?

By joining The Hallmark and Goyal Foundations, you will directly contribute to missions that change lives. We offer:

- A flexible, home-based role with occasional travel for events.
- A supportive and collaborative team environment.
- The opportunity to work closely with influential philanthropists and foundations, driving real impact.
- Professional development opportunities within organisations that value innovation and ambition.

How to Apply

Please submit your CV and a cover letter (maximum 2 pages) explaining why you are the right person for the role and your passion for our mission. Applications should be submitted by 5pm Monday 3rd of February 2025 to roxy.potts@hgf.org.uk.

First stage Interviews will take place over Zoom on the 11th and 12th of February, with second-stage interviews held in person on the 20th of February.