



The
Faith
& Belief
Forum



Events Manager & Donor Engagement Lead

Recruitment Pack

Job Purpose: To lead the next 18-months of high-profile and mass engagement F&BF events, celebrating key milestones, reaching new audiences, and bringing in new high-level supporters.

Salary: £37,472 FTE (salary scale D2 including London weighting)

Contract: Initial 18 months fixed term contract, with the possibility of extension depending on funding

Location: Working from home, London based

Hours: Part-time or full-time (minimum 4 days a week) including occasional evening and weekend meetings and events

Reports to: Rebecca Collins, Senior Programmes Manager - Communities

Application deadline: Midnight, Sunday 11th January 2026

Role overview:

F&BF will be delivering celebration events in 2026-2027 that are bigger and more ambitious than ever. We are looking for an Events Manager to be the engine driver for visioning, planning, and delivering these on time, within budget, and to an extremely high standard. This role demands someone who can deliver events that cater to and attract participation from London's diverse faith communities and would suit someone committed to F&BF's values of connection over division and meaningful inclusion and celebration of those from different backgrounds. Our upcoming events programme will involve both celebration and fundraising events – the former, reaching and celebrating London communities; and the latter, engaging high net-worth donors and securing long-term, high-level support for the organisation. Because of this, experience in engaging and securing major donors is essential. This role requires line management of existing members of the F&BF staff and volunteers and working well with existing, and securing new, partners.

Job Description

All activities will be undertaken in collaboration with the Communities Team and with delivery and sponsorship partners

Delivery of Events

- To lead on the successful delivery of three major events in the F&BF calendar
 - Interfaith Wellbeing Festival (June 2026, London)
 - 10th Anniversary of the Dangoor Awards (Oct 2026, London)
 - F&BF's 30th Anniversary gala event (Early 2027, London)
- Manage event budgets, ensuring events are delivered efficiently and within financial limits
- Ensure compliance with health and safety, insurance, and legal regulations throughout the event cycle
- Review current processes and approaches to event management and update these as necessary
- Review and update event timelines and work schedules to ensure they are achievable within the timeframes
- To perform administrative and logistical tasks using agreed process and conventions including planning, activity/event delivery,
- To observe delivery to ensure quality control (where appropriate)

Impact and Evaluation

- Review, develop, and update processes for monitoring and evaluating the impact and reach of events
- Establish key indicators for success and metrics for measurement for each event
- Report on event delivery and share insights which can inform decision making and spending going forwards

Line Management

- Work closely and supportively to develop those you manage in line with F&BF approaches and policies
- Manage schedules and workloads flexibly to ensure those you manage are able to perform well and thrive in their roles
- Implement performance management processes where needed
- Develop your management skills and grow your abilities to manage and support those around you

Communication and Stakeholder Relations

- Collaborate with colleagues to devise the vision for each event and convey this effectively to sponsors and partners

- Build and nurture relationships with suppliers, sponsors, volunteers, and internal stakeholders to ensure smooth event delivery
- Work with partners to develop and implement multi-channel marketing campaigns to promote events and ensure high attendance at public events
- Support the Communities Team in connecting with local faith groups and leaders to build long-term networks
- Clearly and inclusively communicate the Faith & Belief Forum's vision and values to all stakeholders.

Major Donor Engagement

- Work with the CEO and other colleagues to develop a major donor engagement plan
- Support the CEO to understand the needs of major donors and help develop proposals, pitches and meeting preparation
- Help develop new leads and identify opportunities as they arise
- Propose new ways of engaging major donors and high net worths in line with their needs and priorities

General

- Support the organisation's aims and contribute to a positive, inclusive working environment, including upholding our values of inclusion, fairness and a commitment to diversity and justice in all tasks
- Suggest ideas for improving work and strengthening relationships with faith groups and community partners
- Participate in team planning, learning, and reflection activities to develop your skills and improve project delivery
- Undertaking other initiatives necessary to ensure the successful implementation of the work of the organisation.

Organisational strategic goals:

1. *To equip more learners with the skills and tools they need to handle and influence relations between different faiths and beliefs.*
2. *To generate stronger community-based movement, with youth at the forefront*
3. *To project the voices of those we support and the impact of our partnership with them*

Person Specification:

This role would suit someone who is excited about planning and delivering key events; someone who thrives in getting things done under tight deadlines and whilst overseeing many complex moving parts. It requires someone who is good at managing people, and

who is enthusiastic and able to motivate and support a team to work together. Ideally, we are looking for someone who can inspire people with a well-devised and well-communicated vision for each event. We require the successful post holder to have experience in engaging major donors and to know what it takes to plan and deliver a successful high-level fundraising event. We realise interfaith work is quite niche so other forms of event management experience would be very welcome -so long as you are committed to our vision, can prioritise our values of inclusion and representation in the event delivery, and are open to learning how we do things, please do apply even if your experience is outside of the faith, interfaith or charity sector.

Essential experience and competencies:

- 5 years + experience in delivering large-scale, high quality and impactful events
- Strong project management skills with the ability to manage multiple priorities and stakeholders
- Experience in managing and management good practice
- Excellent written and verbal communication skills, with confidence in engaging supporters and suppliers
- Financially literate with experience monitor, manage and report on large budgets
- Creative, proactive, and solutions-focused with a collaborative approach to team working

Essential traits and characteristics:

- Ability to work sensitively and constructively with people from different backgrounds
- Committed to delivering events in line with F&BFs values
- Professional, flexible and comfortable dealing with stakeholders at all levels
- Proactive, enthusiastic, good at motivating and managing others and bringing people on board to your vision
- Strong attention to detail, ensuring nothing gets missed
- Ability to thrive under pressure and work to tight deadlines
- Committed to F&BF's vision and mission and excited by bringing people of different backgrounds together

Other

- Willingness to travel across London, including working outside core hours and weekends (TOIL is available)

Benefits include

- Flexibility around working hours and schedule

- Opportunity to work *mainly* remotely from home (occasional travel to London will be required)
- 25 days annual leave (pro rata)
- 2 days paid volunteer leave (pro rata)
- Interfaith and intercultural learning opportunities
- Regular support and coaching to help develop your skills
- Access to internal learning sessions on topics relevant to our sector

Application Process

Application deadline: Midnight, Sunday 11th January 2026

Submit your [application form on the F&BF website](#) which will ask you to **upload your CV (max 2 pages)** and **upload a cover letter (max. 1 page)** outlining why you meet the person specification we've outlined in the recruitment pack.

You will receive an email confirmation once your application has been submitted (please check your spam folder if you don't immediately see this in your inbox).

Interviews will be held on the week of 19th of January.

Who We Encourage to Apply

We value sensitivity to the issues at the heart of our work and a strong commitment to The Faith & Belief Forum's goals. We welcome applications from people of all backgrounds and lived experiences, and especially encourage those from Black, Asian and other minority ethnic backgrounds, and from faith or belief communities currently underrepresented in our organisation - including Sikh, Muslim, Hindu, Buddhist, Jain, and Zoroastrian. We warmly welcome applicants of all ages who share our vision and values. We recognise the value of experience gained through work, study, volunteering, or community involvement.

Unfortunately, we can only consider applications from individuals who have the right to work in the UK and are based in or near the areas where the activities will be delivered.

Questions or Problems

If you have any problems completing these forms or questions about the role, please email F&BF's HR Coordinator, Sara Aresco on recruitment@faithbeliefforum.org.