

## Job description

Job title:	Events Administrator
Salary:	£24,000 per year pro rata (0.6 FTE) / £14,000 per year
Contract:	Fixed term for 16 weeks – from Monday 9 December to Friday 28 March
Hours:	21 hours per week
Directorate:	Development
Reports to:	Supporter Relations Manager
Direct/indirect reports:	None

## Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

## **Purpose of role**

You will provide support for our Gala Dinner, a flagship fundraising event that takes place on Thursday 20 March 2025. Guests include ambassadors, supporters and funders ranging from the Premier League to Lancôme as well as major publishers including Penguin Random House and HarperCollins. Working closely with our Supporter Relations Manager you will provide vital admin support in the lead up to the event and for the associated auction.

## **Key contacts**

You will work with colleagues across the development team, as well as with external contacts including supporters, donors, corporate partners and other event invitees at all levels, and event suppliers.

## **Outline of responsibilities**

- Support the Supporter Relations Manager with event planning, including recce visits to the venue and liaising with suppliers
- Collate and proofread copy for online and printed materials
- Upload content to the event platform and schedule communication updates for guests
- Source luxury and money-can't-buy prize donations for our fundraising auction and create clear and compelling prize listings
- Support the digital team to extend the reach of the auction via our social media channels and acknowledge the support of donors
- Assist with arrangements for bestselling authors who attend the Gala Dinner as guests of honour
- Provide in-person support on the night
- Provide post-event administration including thanking donors and the fulfilment of auction prizes

This outline is indicative and not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to growth and sustainability of the charity, and to sharing and development of our organisational knowledge.

## Person specification

Essential	Desirable
<p>Strong administration and IT capability (training will be provided)</p> <p>Able to balance a busy schedule of work using organisational and time management skills</p> <p>Able to work to deadlines and shifting demands</p> <p>A positive, proactive attitude and a methodical approach with attention to detail</p> <p>Experience in copywriting for both print and social media</p> <p>Confident in liaising with internal and external contacts at all levels</p>	<p>Experience working in the voluntary sector</p> <p>Experience supporting large events</p> <p>Knowledge of the book publishing industry</p>

## Summary of terms

<p>Location:</p>	<p>You will be based at our office at 68 South Lambeth Road, London SW8 1RL, but able to work from home around the requirements of your role, in line with our working from home policy.</p> <p>In practice, this is likely to mean two days per week in the office, on average, and one from home.</p>
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<p>Flexible working:</p>	<p>We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role.</p> <p>This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
<p>Safeguarding:</p>	<p>We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.</p>