

Job Title:	Events Manager
Reports to:	Operations Manager
Salary:	£25,000 per annum plus 5% pension contributions, pro rata 3 days per week
Hours:	Office hours are normally 9.30am to 5.30pm, ideal candidate would work Tuesday to Thursday, including working until 6.30pm on Thursdays when a lecture is scheduled.
Location	Based at our office in Farringdon, London EC1M.
Holiday:	25 days per annum, pro rata
Notice Period:	1 month
Probation Period:	3 months

The 'Twentieth Century Society' are looking for an '**Events Manager**' to join our small team, and support and expand our UK and overseas events programme.

We are the UK-wide charity which campaigns to protect the best recent UK heritage— a huge range of amazing buildings constructed from 1914 onwards. We advise building owners, professionals and planning departments; make the case for buildings to be listed, preserved and retrofitted, run trips and tours, publish popular and academic books; and lobby the press.

We raise over £300,000 annually to do this, with our events programme already making a substantial contribution, complimented by regular, High Net Worth and Professional membership subscriptions, legacies and donations.

Currently most of our events (lectures, walks and longer tours) are volunteer instigated, led and organised, with the office team providing administrative and marketing support. There is enormous potential to build on this programme, aimed principally at our members, with a more outward facing programme of public walks and tours, collaborations with architecture practices, and partner events. The Events Manager will develop these new strands, increase the impact of our member events, and grow the revenue of the overall events programme.

We are a small team based in Farringdon, London. Given the nature of this role, the Events Manager will be expected to attend some events outside of normal working hours, including frequent Thursday evening lectures at our offices,

Job Description:

- Create a range of imaginative and enjoyable new events which draw on our expertise, support our charitable objectives for education and building conservation, and help bring new audiences to our work.
- Review the opportunities for event programme expansion and partner relationships.
- Recruit and organise training for new tour leaders.
- Coordinate with staff responsible for our casework, campaigns and publications to develop linked events which publicise our key activities.
- Develop relationships with external stakeholders (publishers, authors, exhibition organisers) to deliver events supporting these activities.

- Manage the events pipeline and calendar, in coordination with oversight of the volunteer led programme.
- Upload new events to our website.
- Promote our events programmes through third-party events listings, partner organisations, reciprocal advertisements etc.
- Organise promotion to our members through our e-news, social media and magazine. images, using our database Subscriber.
- Manage the website booking process and taking occasional payments over the telephone.
- Answer any queries regarding our events programme by telephone or email.
- Manage cancellations and waiting lists.
- Send follow up emails and feedback forms to delegates and manage responses.
- Ad-hoc duties associated with events and member/supporter relationships

Person Specification:

- Confident with all Microsoft Office packages and social media platforms.
- Confident telephone manner and happy to make contact with people.
- Excellent written and verbal communication skills.
- Extremely organised with excellent attention to detail and ability to multi task.
- Comfortable working both individually and as part of a team.
- Previous events administration experience.
- An interest in architecture, design and the built environment (desirable).

The closing date for applications is midnight on Sunday 26 January 2025, and we anticipate that interviews will be held in the following week, with the role to start in March 2025.

To apply: Please send your CV and supporting letter explaining why you are applying for this role at the 'Twentieth Century Society' with the subject line 'Events Manager ' to coordinator@c20society.org.uk and complete and submit our [Recruitment Diversity Questionnaire](#)