

Job Title: Events and Community Coordinator

Location: Brighton (Hybrid – 3 days office / 2 days remote)

Salary: £28,000 – £32,000 per annum + benefits

About the Role

We are seeking an organized, proactive Events and Community Coordinator to join our growing team. In this role, you will plan and execute engaging internal and external events while fostering strong relationships within our local network and online community.

Key Responsibilities

- **Event Logistics:** Plan, organize, and manage seamless execution for workshops, networking sessions, webinar series, and community meetups.
- **Community Engagement:** Serve as the primary point of contact for community members, answering inquiries, gathering feedback, and driving member retention.
- **Venue & Vendor Coordination:** Liaise with venues, caterers, AV technicians, and external suppliers to negotiate costs and manage booking schedules.
- **Promotion & Marketing:** Work alongside the marketing team to draft event listings, email newsletters, and updates across our social channels.
- **Reporting & Budgeting:** Track event registration, attendee feedback, and ROI stats while staying strictly within agreed project budgets.

Required Skills & Experience

- 2+ years of experience in an event coordination, community management, or project support role.
- Outstanding organizational skills with clear attention to detail and multi-tasking abilities.
- Strong written and verbal communication skills.
- Proficiency with event platforms (e.g., Eventbrite, Zoom) and basic digital management tools.
- Enthusiastic, approachable attitude with a passion for bringing people together.

What We Offer

- 25 days annual leave + bank holidays
- Flexible hybrid working policy

- Personal development allowance
- Contributory pension scheme