



THE KING'S FOUNDATION

JOB DESCRIPTION

Position:	Events Coordinator
Reports to:	Deputy Chief Executive
Salary:	£30,000 - £34,000 per annum
Location:	Charlotte Road, London

About The King's Foundation

The King's Foundation aims to create communities where People, Places and the Planet coexist in harmony. We champion sustainable nature-led solutions to the challenges facing communities and the planet, through protecting heritage knowledge and assets, promoting harmonious living and working, and practicing how to best pass on nature's timeless skills.

The work of The King's Foundation is inspired by our Founder HM The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

For more than 40 years His Majesty has been at the forefront of championing sustainability. During the last decade the impact of natural resource depletion, climate change and rapid urbanisation has become evident and widely understood. The work of The King's Foundation is inspired by the belief that only by taking a holistic view can we create a sustainable future to meet the needs of our world.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The successful candidate will deliver all aspects of the Foundation's busy calendar of special VIP events. This is an extremely broad-ranging, hands-on role. The post holder must be exceptionally organised, be able to prioritise multiple tasks and projects, and be capable of working to a range of deadlines throughout the year.

Specific duties include:

- Co-ordinate and manage all aspects of the Foundation's annual programme of special events.
- Arrange and liaise with venues, suppliers and entertainment, as appropriate, including highly exclusive venues.
- Working with the Development team, be responsible for all aspects of the invitation process, including managing multiple guest lists and the RSVP process.
- Ensure invited guests have all required information relating to the event in good time.
- Where events are held at KF venues, work collaboratively with Hospitality and other Events colleagues to ensure the smooth running of each occasion. Where events are not held at KF venues, be responsible for the on-the-ground delivery of each event.
- Undertake risk assessments on all events for both health and safety and cost efficiency.
- Work to deadlines and targets and manage expenditure budgets relating to each event.
- Work collaboratively with multiple internal stakeholders to capture and understand requirements.

Person Specification

The essential skills, knowledge and experience required are:

- Prior experience of event coordination
- Excellent organisational skills and ability to meet multiple and occasionally competing deadlines.
- Capable of working well as part of a team as well as independently.
- Great multitasker and capable of simultaneously coordinating multiple events across different locations.
- Strong written and verbal communications skills.
- Ability to build and sustain successful working relationships with stakeholders of all levels.



Other:

- The post will be based in London with the requirement to travel to KF's other locations on occasion. Working from home up to 2 days a week is permitted.
- Your working hours will be 37.5 hours per week.
- You must have the legal right to work in the UK.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address:- hr.recruitment@kings-foundation.org

Closing date for applications: Monday 18th March 2024