

# PARTNERSHIPS AND EVENTS MANAGER

## Job description

Location	London, UK with at least two days a week in the office
Hours	37.5 hours a week
Reports to	Head of Strategic Partnerships
Start date	ASAP
Application deadline	9 <sup>th</sup> June 2025

## About the Freedom Fund

At the Freedom Fund, we believe in the power of frontline leadership to end modern slavery. We are a collaborative fund that exists to get resources where they are most needed, into the hands of those working directly to dismantle systems of exploitation. Since our founding in 2014, we've invested over \$100 million into community-based organizations across Asia, Africa, and South America, supporting survivors, building movements, and creating lasting change.

We know that human trafficking and forced labor are not abstract issues, they are deeply rooted in injustice, inequality, and systemic failure. As we look ahead to 2030, our new strategy focuses on doubling down on what works: investing in frontline partners, amplifying survivor leadership, influencing global systems, and shifting power and funding to communities. By the end of this strategic period, we aim to directly improve the lives of 2.5 million people currently in or at risk of slavery, strengthen anti-slavery movements across 11 countries, and mobilize \$350 million in support of our shared mission.

We are committed to being a values-driven employer. Our organizational culture is warm, collaborative, and committed to continuous learning. We strive to be a place where people feel safe, valued, and able to do their best work in service of our vision: a world free of slavery.

## About the position

This is an exciting opportunity for an outstanding events and donor experience professional to join a highly-effective global team, increasing the effectiveness and impact of a nonprofit working to improve the lives of millions of the most vulnerable people around the world.

Reporting to the Head of Strategic Partnerships, the Events Manager is a member of the partnerships team, in the external relations directorate. This role must be based in the London office but supports the work of all our global teams, most frequently the external relations team situated across London and New York.

The post-holder will be primarily responsible for the planning, creation, production and delivery of all of the Freedom Fund's global external events, and will provide management, support and coordination for internal events. The events will range from small dinners, receptions and panel events, through to larger-scale annual events, such as staff retreats, Board hotspot visits, fundraising events and international convenings/conferences of varying scale and size. This is a vital role within our team – building upon and maintaining the Freedom Fund's global reputation and brand, and ensuring our donors and key stakeholders enjoy exceptional experiences which deepen their understanding of our work and strengthen their relationships with us.

## Responsibilities

### **Manage and deliver all donor-focused events and visits**

- Develop and maintain an annual calendar of Freedom Fund events, in partnership with other teams and in pursuit of the organisation's strategic goals.
- Project manage and produce agreed high-profile events, including an annual, multi-day Board and donor site visit to one of our hotspots, conferences, convenings, donor-focused dinners, and ad hoc other events as agreed with the Head of Strategic Partnerships and Senior Leadership Team.
- Develop, manage and oversee agreed budget for each event.
- Manage end-to-end logistics for agreed events, including: designing complex itineraries, sourcing and coordinating with venues and suppliers, managing all guest travel (flights, visas etc), coordinating invite lists, managing contracts.
- In partnership with External Relations team colleagues, engage with speakers, panellists and other contributors to events, drafting panel agendas and themes, planning and hosting prep calls, drafting and coordinating speaker notes, and ensuring all speakers are fully briefed and prepared for events.
- Deliver on-site event management, coordinating support staff, external contractors and other team members when appropriate, and acting as key liaison for participants.
- Conduct post-event evaluations, finalising budget reporting, post-event surveys (where applicable), and post-event review including reflections and lessons learned.
- Work with the External Relations team to agree event narratives, supporting the compilation and creation of event materials including invites, agendas, speaker and delegate lists, proposed questions and talking points for speakers, biographies, marketing materials, branding requirements (e.g. displays) and presentations.
- Work closely with Programs teams to agree event programming, particularly related to hotspot visits, partner engagement and opportunities to showcase the Freedom Fund's work.

- Support side events and partner events held by donors or partners in support of the Freedom Fund, as required.
- Provide the highest quality experiences for Freedom Fund Board, donors, and other stakeholders, working with SLT and other members of the partnerships team to ensure attendance at events contributes to deepened, strengthened relationships with key individuals.

### **Manage and deliver internal Freedom Fund events**

- Project manage and produce bi-annual global all-staff retreats, SLT and WMT offsites, and other internal staff events as required, managing all end-to-end logistics, venues, suppliers, travel etc.
- Support the Head of HR to develop and deliver employee engagement events and experiences, to support team cohesion.

### **Oversee and support all global Freedom Fund events**

- Oversee, update and maintain the Freedom Fund's events management processes, tools and templates, in line with best practice insights from the events sector.
- Maintain oversight of all external events being delivered by Freedom Fund teams globally, including receptions, convenings, launches etc, and provide advice and support in following the Freedom Fund's events processes.
- Maintain rosters of speakers, suppliers, venues and other helpful contacts to support all Freedom Fund events globally.

### **Support the strategic objectives and goals of the External Relations team**

- Play an active role in the Strategic Partnerships team, maintaining team management processes, and maintaining a laser-focus on delivering exceptional donor experiences and ultimately achieving our fundraising objectives.
- Support colleagues, including Head of Strategic Partnerships, MD of External Relations, and CEO by preparing research, briefings, talking points and presentations for speaking engagements, meetings and events as needed.
- Collaborate with colleagues from various departments to write, produce and update collateral material as needed.
- Assist with other tasks and activities across the Freedom Fund, as needed.

## **Qualifications and experience**

### **Essential**

- Minimum of three years of professional event management experience.
- A proven track record of producing and delivering successful, global events, providing exemplary donor or participant experiences.
- Outstanding oral and written English communication skills.

- Eligible to work in the UK without work permit sponsorship from the Freedom Fund.
- Strong management skills, including experience in overseeing the work of colleagues and external agencies, and using systems to support effective, lean, agile delivery.
- Experience using MS Office (specifically must be competent at Excel, Word and PowerPoint).
- Available to travel internationally (estimate 2-3 times a year) and work occasional evening or weekend events as required.

### **Desirable**

- Prior experience in the modern slavery field, or in the broader human rights and development sector.
- Previous experience of using Salesforce for event planning and relationship management.
- Experience interacting with high-level donors and/or officials.

## **Personal attributes**

### **Essential**

- Excellent interpersonal and communication skills with the ability to liaise with a range of individuals and stakeholders at all levels;
- Team player committed to the Freedom Fund's vision, mission, values and goals and passionate about human rights issues;
- Excellent social skills, able to operate with diplomacy, tact and empathy, working as part of a team in a co-operative and supportive way, with a wide range of individuals from diverse backgrounds;
- Ability to proactively identify key issues, think ahead, anticipate needs and use judgement to adapt solutions to meet situational needs;
- Ability to remain focused and calm under pressure in order to deal with ambiguities and conflict;
- A commitment to excellence and a relentless pursuit of results with an exceptional work ethic, strong organisational skills and a can-do attitude;
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction;
- Ability to work to tight deadlines and juggle assignments running in parallel.

## **Compensation**

- £51,598 - £54,315 per annum plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

## **Application procedure**

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including **'Partnerships and Events Manager'** in the subject line before **9am on Monday 9<sup>th</sup> June 2025**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in the London office. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org)

## Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.