



# Engagement & Events Lead Job Description

**Are you interested in being part of a team making a tangible difference in Norfolk? Can you inspire and engage with others? Do you have experience in managing customer relationships or events? If so, you might just have found your dream job.**

**£29,000-31,000** (dependent on experience)

**Full-time/open to part time**

**Reporting to:** Corporate Giving Manager

**Based at:** Norfolk Community Foundation offices, Norwich

The Norfolk Community Foundation (NCF) is an independent local charity helping ordinary people do extraordinary things that make our local communities thrive and improve the lives of people who live here.

Nationally, 85% of charitable giving supports just 4% of big name charities leaving little left for the local charities that we rely on for help over our lifetime. We work to reverse that trend and provide straightforward funding for vital community projects, led by local people, ensuring they can provide the essential care, support and opportunity for those who need it most.

Raising funds through local giving, we invest in Norfolk to make a real difference to local lives. Led by our knowledge and insight, we direct support to where it will make a real difference.

## Main tasks and responsibilities

### Role overview

As the Engagement & Events Lead, you will be instrumental in deepening connections with supporters and amplifying the impact of Norfolk's voluntary sector. Through meaningful, well-executed events, both our own and in collaboration with others, you'll help foster lasting relationships, increase engagement, and raise the profile of the Foundation's mission. Your work will ensure every event becomes a powerful platform for connection, celebration, and change.

### Key responsibilities

- **Create meaningful experiences that connect people to the Foundation's mission**, by designing and delivering a diverse programme of events that inspire, inform, and align with our strategic goals.
- **Champion supporter-led initiatives**, offering expert guidance and encouragement to external fundraisers so their large scale events achieve maximum impact in aid of the Foundation.
- **Oversee seamless event delivery**, managing every logistical detail, from venues to day of execution, to ensure an exceptional experience for all involved.
- **Collaborate across teams to elevate engagement**, ensuring each event contributes to wider organisational goals and creates lasting value for our communities.

- **Strengthen and grow relationships with key stakeholders**, using the events programme as a platform to build trust and deepen connections with fundholders, business partners, Norfolk 100 members, and other supporters.
- **Measure what matters**, using insights and feedback to evaluate event success and shape future improvements, ensuring every event becomes more impactful than the last.
- **Support strategic communications**, working with the marketing and communications team to amplify the reach and resonance of our fundraising and event efforts through thoughtful storytelling and supporter engagement.
- **Celebrate generosity**, ensuring every supporter feels valued, appreciated, and connected to our shared vision of building a stronger Norfolk.

## Person specification

### Essential experience:

- Experience in event planning and/or fundraising roles.
- Strong communication and interpersonal skills, with the ability to inspire and motivate others.
- Excellent organisational skills and attention to detail.
- Ability to manage multiple projects and deadlines effectively.
- Passion for community engagement and the voluntary sector.
- Ability to work flexibly, including occasional evenings and weekends for events.

### Desirable experience:

- Knowledge of fundraising best practices and legal requirements.
- Experience working with volunteers and community groups.
- Familiarity with CRM systems or event management software.

### Personal attributes:

- Attention to detail
- Creative
- Self-starter
- Highly motivated
- Calm under pressure
- Excellent people skills

## How to apply

Please send your CV and covering letter to Karen Hutchinson at [karenhutchinson@norfolkfoundation.com](mailto:karenhutchinson@norfolkfoundation.com)

**Closing date:** 10th July at 23:59 with interviews to take place 21<sup>st</sup> July.



## Find out more or get in touch

 [www.norfolkfoundation.com](http://www.norfolkfoundation.com)

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