

Job Description

Role:	Event Coordinator (Christmas Cheer)
Contract:	Fixed term, part-time (self employed) with the potential to make this a permanent role for the right candidate, pending funding
Start:	As soon as possible
End:	31 January 2025
Hours:	22.5 hr/wk (flexible, but ideally across four days to include Wednesdays) Includes working on 25 December 2025.
Payment:	£14.00 per hour
Location:	Hybrid: St. Paul's Learning Centre, Bristol and home-based
Responsible to:	Operations Manager
Application deadline:	09:00, Monday 11 August 2025. Please note that applications will be reviewed as they are received and we reserve the right to close this opportunity early if a suitable contractor is selected.
Interviews	Tuesday 19 August 2025

Overview

Marmalade Trust is a small but highly ambitious charity that supports people who are experiencing loneliness to feel more connected. Since 2013, we have been providing a Christmas day experience for those who would otherwise be alone in Bristol, North Somerset, and South Gloucestershire and those we support sometimes have multiple and complex needs.

When someone joins a Marmalade Trust project such as Christmas Cheer, they become a Marmalade Trust family member for the life of that project; it's a connection to something more than just one day.

In 2025, we aim to reach even more of those experiencing persistent loneliness through our Christmas Cheer project. Almost half of these will take the form of a doorstep visit for project members who feel unable to leave their homes. Hundreds of volunteers will support these experiences and we have a fantastic Service Delivery Manager, responsible for recruiting, training and overseeing our wonderful volunteers.

Bring your enthusiasm for making things happen, your passion for supporting people experiencing loneliness and your brilliant organisational skills to Marmalade Trust and help to make Christmas Cheer 2025 an enjoyable and connecting experience for our project members and volunteers.

Visit our website to find out more about last year's Christmas Cheer experiences:
<https://www.marmaladetrust.org/post/christmas-2024>

The role

As the Event Coordinator, you'll use your superb event organising skills to make the Christmas Cheer experience happen for each of the individuals we support through this project.

You'll meticulously plan and coordinate the creation and delivery of more than 250 gift bags and Christmas presents. You'll source, book and manage up to 10 Christmas Cheer venues. This will include putting your superb negotiation skills to work getting a great deal for our Christmas Cheer meals and visiting each venue to carry out risk assessments. At the office or from home, you'll get stuck in with the admin too.

You will ensure the events are cost-effective, paying attention to budget and time constraints. You will also coordinate a pre-Christmas activity to produce and deliver gift bags to project members and make sure Christmas presents are prepared and delivered to venues for 25 December.

On Christmas day, you'll coordinate and resolve any last minute changes to make sure no one misses out, all volunteers and their matched project members are connected and that everything goes smoothly.

Main responsibilities/tasks of our Christmas Cheer Event Coordinator

- Plan and coordinate all logistics for Christmas Cheer meal experiences from start to finish including: venues, risk assessments, vendors, suppliers, gifts, packing, transport & delivery, communications
- Support the Volunteer Coordinator with volunteer recruitment and admin
- Problem solve up to, and including, the 25th December, so that experiences run smoothly and result in positive feedback
- Help with marketing and promotional activities for Christmas Cheer
- Ensure health & safety, legal and insurance obligations are adhered to
- Evaluate the event's success and prepare impact reports

Note: The above list is not exhaustive, and you may be required to undertake other tasks and responsibilities as requested by your line manager.

Essential skills, knowledge and experience required for this role

- Proven experience organising complex participation events in either a charity or commercial setting
- Experience of coordinating logistics (venues, transport, volunteers)
- Excellent at managing and working to deadlines
- A passion for making a difference and an understanding of the needs of those experiencing loneliness
- Outstanding interpersonal skills including communication and negotiation
- Proficient IT skills (MS Office / G-suite / project management software)
- Strong literacy skills including report writing skills and email communications
- Enthusiasm and energy for working as part of a small, dedicated team
- Demonstrable ability to adapt and flex in order to meet challenges
- Able to work autonomously and hold responsibility
- Knowledge of risk assessments and safeguarding
- Full, clean UK driving licence and ability to drive

Note: The candidate must be based in the Greater Bristol area, be able to work during the lead up to and on Christmas day, hold a UK driving licence, have access to a car and be able to drive.

Desirable skills, knowledge and experience for this role

- Experience in a related sector (VCSE, health or social care)
- Working knowledge of Monday.com project management software

What we offer

- An opportunity to have a real and positive impact on people experiencing loneliness
- A great fun Christmas event to deliver and be part of
- A friendly and supportive charity culture within our small team
- An option of hybrid and flexible working

Details of contract

- This role will be offered on a self-employed, fixed term contract
- You may occasionally be required to work outside normal working hours and must be able to work in the lead up to and on Christmas day

How to apply

Please submit a CV **and** cover letter*. Your cover letter should clearly identify how you meet each of the skills, knowledge and experience requirements for the role. You can use headings and bullet points for this.

Please send your CV and Cover Letter as Word documents rather than PDFs so that we can easily anonymise them prior to sending to the recruiting manager(s).

Please note, due to the large volume of applications, you will not be asked to interview if you do not include a covering letter* explaining how your experience meets the role requirements.

We offer flexible working hours – please contact us if you would like more information.

At Marmalade Trust, we want to create a genuinely inclusive workplace, where we embrace the differences of all our colleagues and celebrate diversity. To help ensure all candidates are assessed only against the job description, our selection process uses anonymised candidate applications.

To apply, send your CV and cover letter* to Jade via support@marmaladetrust.org. Remember to **send your documents in Word or similar** editable formats.

For an informal conversation about the role before you apply, please contact Xanne via xannecarey@marmaladetrust.org.

*You can choose to submit your cover letter as a voice recording clearly identifying how you meet the criteria.