

# Marmalade Trust – Job Advert

## Event Coordinator - Christmas Cheer

Part-time | Self-employed | Fixed-term until 31 January 2025

£14.00 per hour | 22.5 hours per week | Hybrid (Bristol/home-based)

**Application deadline:** 09:00, Monday 11 August 2025

**Interviews:** Tuesday 19 August 2025

Applications are reviewed on a rolling basis; we may close early if we find the right candidate.

## Make Christmas Matter

Christmas Cheer is a **Marmalade Trust** project bringing connection to people facing loneliness on Christmas Day across Bristol, North Somerset, and South Gloucestershire.

We're looking for an organised, enthusiastic Event Coordinator to help deliver Christmas Cheer 2025. From doorstep visits to shared meals, you'll help create a smooth, meaningful experience for our project members and volunteers and help make Christmas feel more connected for hundreds of people.

This is a **self-employed, fixed-term role** starting **as soon as possible** and running until **31 Jan 2025**, with the **potential to become permanent** subject to funding.

## What you'll bring:

- Strong organisational skills and a keen eye for detail
- The ability to work independently and as part of a small team
- Warm and effective relationship building across stakeholders including corporate organisations and members of the public
- Flexibility, reliability and a calm approach under the pressure of multiple priorities
- Experience coordinating events or projects
- A genuine interest in supporting people who are experiencing loneliness

## How to Apply

If you're passionate about creating moments of connection this Christmas, we'd love to hear from you.

1. Check the full job description and person specification [here](#)
2. Send the following two documents in WORD or similar editable format (not PDF please) so that we can anonymise them easily prior to shortlisting:
  - a. Your CV
  - b. A cover letter outlining clearly how you meet the job and person specification. You can send a voice note instead of a written letter, please make sure your voice note clearly demonstrates how you meet the requirements of the role.

Send your completed documents via [support@marmaladetrust.org](mailto:support@marmaladetrust.org)

Learn more about last year's Christmas Cheer project:

[www.marmaladetrust.org/post/christmas-2024](http://www.marmaladetrust.org/post/christmas-2024)