

Part Time (Flexible, 3 days per week) Events & Meetings Organiser:

Bridge House Estates (“BHE”) is a 900-year-old historic charity and the 7th largest charity in the UK in terms of asset valuation. BHE’s primary purpose is to maintain and support five of London’s most iconic Thames Bridges and its secondary purpose is to deliver further impact through its charitable funding and activities, delivered in the name of City Bridge Trust (CBT). The City of London Corporation (City Corporation) is the corporate trustee of BHE.

BHE has many events planned in the next financial year: from a high-profile Board dinner event at Tower Bridges Walkways to the Lord Mayors Show in November, we are committed to positioning our Charity with external audiences in a way that promotes not just our mission and vision but our values as well.

In addition to that, as we have new governance structures, we will be doing many more internal meetings, workshops and away days. With that in mind we are seeking some specialist freelance support to add value and capacity in this area: someone who is experienced and hands-on to make those run smoothly, getting involved from inception to the actual event.

Below is a list of what we expect this role to manage:

1. Development, production and delivery of events and projects from proposal right up to delivery.
2. Effective management of the BHE events diary, ensuring planning and capacity is accounted for and the right staff are informed and on board
3. Delivering events on time, within budget, which meet (and hopefully exceed) expectations.
4. Setting, communicating and maintaining timelines and priorities on every project
5. Communicating, maintaining and developing relationships
6. Managing supplier relationships
7. Managing operational and administrative functions to ensure specific projects are delivered efficiently
8. Providing leadership, motivation, creative direction and support to the team as required
9. Ensuring diversity, equity and inclusion are taken into account from conception to staging the event and in line with our ‘PACIER’ values (Progressive, Adaptive, Collaborative, Inclusive, Environmentally Aware and Representative). See below for more information.
10. Ensuring all our events are as sustainable as possible and minimise the impact on the environment. To this end, also working with the City of London strategies such as the responsible procurement and Climate Action Strategy.
11. Being responsible for all project budgets from start to finish.
12. To research and implement improvements to our events planning to increase efficiency and ensure our events meet their goals.
13. To work with the Executive Assistants to develop effective procedures for event coordination.

Candidates should apply no later than COP Fri 20th May. Please send an expression of interest, CV and an expectation of day rate to ea.comms@cityoflondon.gov.uk

For Information:

Our DEI commitment

At City Bridge Trust we are committed to being a truly inclusive, anti-racist organisation with a robust, progressive and proactive Diversity, Equity and Inclusion (DEI) programme.

For us, DEI describes policies and procedures that promote the representation and participation of marginalised and underrepresented groups of individuals comprising identities such as race, disability, religion, socioeconomic background, gender identity and sexuality. Intersectional diversity is also taken into account, when people's identity is made of a number of underrepresented identities.

We recognise that we have a way to go, but we are committed to that journey. We see a power imbalance inherent in our own structure and practices and we are working hard to redress it. A key priority is that our staff and Trustees are supported to make the right decisions in genuine partnership with as many diverse groups as possible. We know that a greater diversity of views, skills, and lived experience will help generate better ideas and better decision making.

With that in mind, we underline our commitment again to work towards a London where people from every background can access the same opportunities, support and the chance to strive.

Our values

We are committed to our values and strive to be adaptive; collaborative; environmentally responsible; inclusive; progressive; and representative, in our culture, systems, governance, behaviours and in our grant-making and partnerships.

In doing so, we will strive for equal opportunities and outcomes for those we work with, taking into account different people's backgrounds, cultures, race and abilities. We will do so by actively seeking out the opinions and experiences of under-represented people and racialised* communities, and funding more organisations led by people with lived experiences, and for people from communities with protected characteristics.