

# RAMADAN TENT PROJECT

**Role:** Events Manager

**Reporting to:** CEO

**Responsible for:** Events Officers, Events Assistants, Volunteers

**Salary:** £35-£40K per annum (dependent on experience)

**Contract Type:** Full-time, permanent (40 hours a week)

**Start date:** September 2024

**Location:** Remote + co-working day, must be present at all RTP events

**Deadline:** 11:59pm, Friday 30 August 2024

## **Purpose and Key Responsibilities:**

The Events Manager is responsible for overseeing all Ramadan Tent Project's events including all operational and logistical oversight on all Ramadan Festival activations. This role must ensure activities are delivered to the same, high-quality standard across the board – in London and across the UK. Working closely together and with the Programmes and Festival Manager and the wider team, the Events Manager will ensure the organisation's objectives are met through high quality delivery of services and completion of RTP's annual Ramadan Festival and all other events outside of Ramadan.

- Main contact person for Event Officers, Events Assistants, across all activations including the respective Team Leads at each Open Iftar event
- Overseeing all logistical admin, planning and execution for the organisation's Ramadan Festival, including Open Iftar, Fast A day, Welcome Ramadan Conference and Ramadan Pavilion, as well as all other physical events delivered by RTP
- Writing up accurate and high-standard risk assessments which meet legal, venue and partner requirements.
- Writing up and reviewing site maps, event management plans, method statements, health and safety plans, and all paperwork for each Open Iftar event in London.
- Understanding and adhering to the organisational procurement process, ensuring its completion prior to events.
- Managing supply chain for the events including food, security and all relevant logistics including carrying out site visits
- Understanding guest and attendee requirements to ensure venues are adequately equipped and prepared for hosting Open Iftar events
- Assisting the CEO in managing and maintaining key stakeholder relationships with sponsors, partners, venues and high-net worth donors
- Identify key sources of funding and income generation models to support programmes, events and business development including fundraising to reach targets set by the CEO
- Approach all events with a sales and business development mindset, applying a cost-benefit analysis ensuring profitability as well as social impact value for the organisation
- Briefing, training and quality control and assurance inspection applied to Event Officers, Event Assistants, Team Leads and Volunteer Coordinators before every event and Festival
- Liaising with venue partners, local authorities, and sponsors to ensure our duty to all stakeholders is being carried out
- Reviewing and signing off site maps, event management plans, method statements, health and safety plans, and all paperwork for each event
- Support the Head of Volunteers with the on-boarding and training of volunteers and team leads to deliver events to the quality RTP has become renowned for
- Ensuring all events follow and in compliance with our standards, as well as the standards of local authorities and/or venue partners
- Accountable for all aspects of the event ahead of and on the day and representing RTP as the key contact

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- Implementing health and safety procedures
- Developing and implementing plans to improve operational and logistical effectiveness and efficiency on a day-to-day basis.
- Managing a range of portfolio projects and events with effective leadership
- Serving as a central point of contact between the London team and the regional teams, including external stakeholders on day-to-day programmatic, operational, and administrative matters
- Managing all logistical admin, planning and execution for the organisation's Ramadan Festival activations, across London and the UK is effectively delivered

## Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills
- Excellent verbal and written communication skills
- Experience in project management and coordination
- Minimum of 3-5 years proven experience of Project Management
- Experience in managing large scale events
- Excellent proficiency in budget expenditure; preparing and managing annual budgets for all Events to be approved by the CEO
- Track record in fundraising and knowledge of strategic income generation
- Competent in health and safety, and writing up risk assessments for large-scale events
- Clear and excellent communications skills and team player
- Essential skill and attention to detail with demonstrable experience of stakeholder management dealing with public and private organisations/institutions
- Experience of working under time pressures to meet deadlines
- Excellent command of English
- Experience of working and running events with volunteers
- Experience of working with and managing a wide range of stakeholders including local authority, government departments, national museums, arts institutions and corporate clients
- Desirable to hold a Full UK Driving Licence
- Desirable to have completed First Aid Training

To apply, send a copy of your CV and cover letter to [info@ramadantentproject.com](mailto:info@ramadantentproject.com).  
The email subject should be your FULL NAME and the ROLE you are applying for (e.g. Sarah Ali, Events Manager)

### Please note:

- We are unable to consider your application without both a CV and cover letter
- Interviews will take place on a rolling basis
- Applications will close at 11:59pm on Friday 30 August 2024, applications received after this time may not be considered
- Should you have any questions, please write to [info@ramadantentproject.com](mailto:info@ramadantentproject.com) with Query: the role you are interested in (e.g. Query: Programmes and Festival Manager)