

## Event Manager – South Kilburn Trust

**Hours:** Full-time with some evening and weekend work (TOIL provided)

**Salary:** £35,000 - £40,000 per annum (Depending on experience)

**Reporting to:** CEO

**Benefits:** 25 days annual leave and bank holidays. Company Pension Scheme. Flexible working\*.

**Location:** South Kilburn, London (mostly in-person, occasional remote work can be considered)

**Expected Start Date:** April 2026

### About Us

We're a West London charity on an exciting journey; supporting South Kilburn to be a flourishing, safe and inclusive neighbourhood. In 2026/27, we're opening two stunning new event spaces that will become the heartbeat of local life, hosting everything from intimate yoga sessions and community gatherings to stylish corporate photoshoots, weddings and celebrations. Our vision? A vibrant calendar of diverse events that bring people together, generate income to support our charitable mission, and showcase the very best of what South Kilburn has to offer.

South Kilburn Trust (SKT) is a Community Development Trust working to improve the lives of residents in an area of London that is undergoing a long-term physical regeneration.

### The Role

We're seeking a dynamic, hands-on Event Manager to take the reins of our venue hire programme. This is not just a desk job, it's a role where no two days are the same, where you'll be the friendly face welcoming clients, the problem-solver ensuring flawless delivery, and the strategic thinker helping our spaces reach their full potential.

You'll be the go-to person for everyone who books with us, from first enquiry through to flawless delivery, making sure every event reflects our values and leaves clients delighted.

## What You'll Be Doing

- **Client Relations:** Be the welcoming first point of contact, guiding clients from initial enquiry through to event day
- **Venue Showcasing:** Show prospective hirers around our spaces and help them envision their event
- **Event Coordination:** Manage all the moving parts (logistics, suppliers, internal teams) to ensure seamless delivery
- **Team Leadership:** Recruit, train and manage a flexible pool of casual event staff
- **On-the-Ground Management:** Act as on-site duty manager during events.
- **Community Building:** Foster strong relationships with local residents, partners and clients
- **Systems & Records:** Keep booking records using CRM and booking systems
- **Marketing Support:** Help promote our venues and attract brilliant bookings
- **Process Improvement:** Contribute ideas to make our operations even better

*This job description is a guide and does not constitute a 'term and condition of employment'. The role may evolve as our programme grows.*

## About You

### You will be:

- **Experienced** in managing events or venues (ideally 1-3 years under your belt)
- **Exceptionally organised** with an eye for detail that misses nothing
- **Self-starting** and comfortable owning your workload independently
- **A people-person:** confident, professional and warm with everyone from community groups to corporate clients
- **A natural ambassador** for the charity, embodying our values in every interaction
- **Tech-savvy** with standard office software and booking systems
- **Flexible** and happy to roll up your sleeves for evening/weekend events when needed
- **Cool under pressure:** calm, solutions-focused and able to juggle multiple events

### Desirable:

- Proven track record in event management, venue hire, hospitality or similar
- Marketing experience, especially promoting venues or events

## Why Join Us?

- **Shape something special:** Be instrumental in launching and growing two new West London event venues
- **Make real impact:** Your work directly supports a charity dedicated to improving life in South Kilburn
- **Community Connection:** Work at the heart of a vibrant, diverse neighbourhood

## How to Apply

Send us your **CV** and **supporting statement** (max 2 sides of A4 each) clearly addressing how you meet the criteria in the 'About You' section. Tell us why this role excites you and what you'd bring to South Kilburn Trust.

**Email:** [jobs@southkilburntrust.org](mailto:jobs@southkilburntrust.org)

**Subject line:** Application – Event Manager, SKT

**Want to chat first?** Contact Jamilah Harris to arrange an informal conversation about working with us: [Jamilah@southkilburntrust.org](mailto:Jamilah@southkilburntrust.org)

## Recruitment Timetable

**Closing Date:** Friday 27<sup>th</sup> February

**Interviews:** Week beginning Monday 16<sup>th</sup> March

**Outcome Notifications:** By Friday 27<sup>th</sup> March

**Preferred Start Date:** April 2026

## Equal Opportunities and Data Protection

SKT is committed to equal opportunities for all employees in respect of recruitment, promotion, career, and personal development. Any selection for recruitment will be based on ability, qualifications, and suitability for the work as well as potential for the future. We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance and allows us to better interact with a diverse customer base.

Data processing, protection, and privacy: SKT will handle your personal information sensitively and in accordance with our [Privacy Policy](#).

**We are committed to safer recruitment practices, and this role is subject to successful completion of references, DBS check and a six-month probation.**

**\*Flexible working:** This role offers time-flexibility in which your start/ finish time can be adapted to allow for a better work-life balance e.g. choosing to work 9am to 5pm or 10am -6pm to fit around childcare commitments.