

ADVOCACY >> CREDIBILITY >> COMMUNITY



CHARITY
IT LEADERS

Registered Charity Number: 1153226

Events Manager -
25th Anniversary
Campaign

"We want our members to feel part of a community, to connect with peers who 'get it', who understand the challenges and frustrations they face. We want more organisations and individuals to benefit from the resources, events and networks that we proved so that technology can deliver maximum impact across our sector."

Laura Dawson, Interim Chair of Trustees, CITL

AUTHORITY >> EXPERIENCE >> KNOWLEDGE

Who we are

CITL is the leading digital technology networking group for the UK charity and not-for-profit sector. As a charity ourselves, we understand the pressures and challenges faced by our members, and we are committed to providing the support and resources they need to achieve their goals.

Since 2000, our mission has been to make charities more efficient and effective by using the power of technology and digital as a key driver of business change and service delivery.

Our vision is to drive excellence and innovation, to ensure that digital technology is recognised as a professional and credible career path, to celebrate diversity, and do all we can to remove barriers to entry for minority voices and communities.

We aim to be the trusted voice of our sector, and to support the digital technology leaders of today and the future in delivering vital outcomes for people, animals, the environment and society.

“As a technology leader, I’ve discovered a wealth of shared experience from peers from other charities, which is actively shared. Members reach out to the group seeking information and guidance on technology solutions, platforms or things to watch out for when embarking on new projects. There is also the opportunity to meet members face to face and virtually in the annual conference, virtual meetings and webinars through which members can share and discuss topics of interest. I would therefore strongly recommend CITL participation to any Charity wanting to benefit through collaboration and knowledge sharing.”

Giri Gopalan, Head of Technology Design, Guide Dogs

A brand new role

CITL is growing; our membership, our events programme and our sponsor activities. Over the last 3 years we have seen a significant uplift in our membership numbers and prospect pipeline, we have delivered more, bigger events, and we have a committed cohort of sponsors who want to do more to support our sector.

In 2025 we will be 25 years old, and we want to celebrate this important milestone with a year of events and activities that will help us reach new audiences, provide even more content for our members, and offer more opportunities for our sponsors to engage with our community.

We have created an exciting new role to help us achieve this: Events Manger - 25th Anniversary Campaign. The postholder will lead on delivering this programme of events and activities throughout 2025, and will wrap-up the campaign and it's outcomes early in 2026. This is a part-time fixed-term role for 18 months, and will sit alongside another new role, our Events and Office Co-ordinator.

Our events support our members and the wider sector in networking, knowledge-sharing, innovating and problem-solving, and are also an opportunity for our sponsors to meet and network with charities and NFPs and to share their knowledge and expertise.

This campaign will also support CITL's growth; helping us to reach new audiences, building our voice and credibility, demonstrating our value to the sector, and celebrating what we have achieved over the last 25 years.

We are looking for a creative, strategic events manager with experience of delivering events ranging from gala dinners to roundtables and business breakfasts and everything in-between. We know the kind of events we want to deliver, and have a programme of activities in mind, but we need someone to hit the ground running to make those concepts happen.

You'll bring your own ideas and a pro-active, self-starting attitude, with excellent planning and strategic skills. In return, we offer home-working, a flexible and supportive environment, and an opportunity to deliver a high-profile programme of activities.

If this sounds like you, please get in touch as we'd love to talk with you about this role.



Su Crighton,
Chair of Trustees

Su Tree



Tree Hall, CEO at
Charity IT Leaders

CONNECTED >> ENGAGED >> EMPOWERED

Meet our super staff team

Our small, but perfectly formed staff team deliver a huge amount for our members. Both Tree and Claire are part-time, yet they squeeze the maximum possible out of their working day. Between them, they deliver all of our content, the website and member channels in Teams and WhatsApp,

Tree Hall - CEO

Tree joined CITL as Business Manager in 2019 as their first paid member of staff, and was promoted to CEO at the beginning of lockdown in 2020. Under her stewardship the organisation has increased its presence and profile in the sector, expanded and developed member services, worked in partnership with organisations including CFG, SASIG, Computing and Tech Talent Charter, and delivered a sponsorship programme with a lengthy waiting list.

With her background in fundraising, marketing and the third sector, Tree brings extensive experience and has big ambitions for CITL's future.



Claire Jago - Business Manager

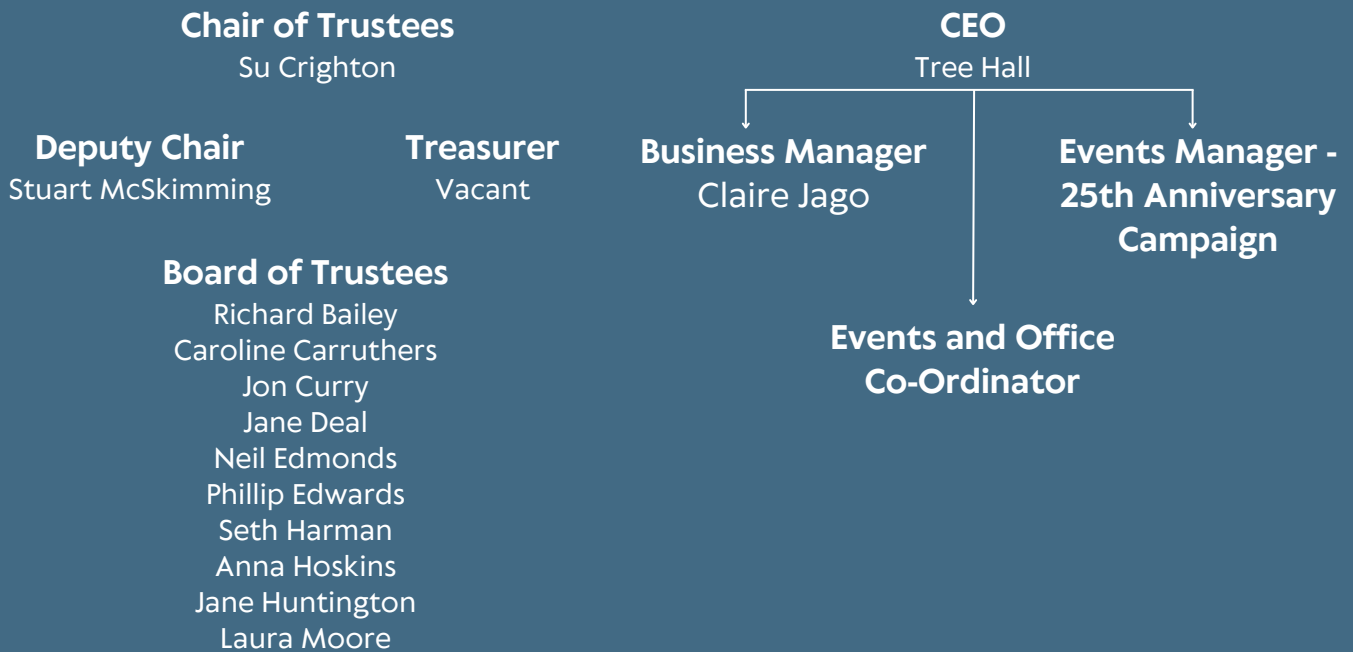
Claire was appointed in 2022 and her experience managing databases and data reporting at Sightsavers enabled her to support, and lead, on some of CITL's key administrative and functional initiatives. She led on the implementation of our new CRM system, and is our Beacon guru, as well as being the go-to person for our members.

She provides admin support, as well as utilising her encyclopaedic knowledge of the membership to deliver improved member services. She is also the lead contact for CRM development and enthusiastically prevents Tree from being gung-ho with system changes and developments.



Organisational Structure

Board and Staff Structure



Sub Committees

| Ethics Committee | Finance & Audit Committee | Marketing Committee |
|---|--|---|
| Committee Chair Su Crighton | Committee Chair Tree Hall (CEO) - Interim | Committee Chair Stuart McSkimming |
| Committee Members Richard Bailey Phillip Edwards Tree Hall (CEO) Seth Harman Jane Huntington Matt Jago | Committee Members Richard Bailey Jon Curry Neil Edmonds Anna Hoskins Jane Huntington | Committee Members Caroline Carruthers Jane Deal Phillip Edwards Tree Hall (CEO) Anna Hoskins Laura Moore |

CREATORS >> INNOVATORS >> ACHIEVERS

Events Manager - 25th Anniversary Campaign

We have created a new ,part-time, fixed-term role to take the lead on developing a programme of events and activities to celebrate and leverage impact from our 25th anniversary year. The role will be home-based with occasional meetings off-site, and you will be expected to attend our face-to-face events, which are predominantly hosted in the south east of England. We will provide a laptop, monitor, keyboard etc to enable you to work effectively and safely from home.

About the person

You will have prior experience in events management and highly effective organisational skills. Prior experience of working in a charity is advantageous but not essential. Your enthusiasm, initiative and excellent interpersonal skills will enable you to turn ideas into action and to deliver high quality events that are engaging, relevant and which will help to build our brand awareness and credibility. You'll have experience of marketing events including on social media, and, due to the home-based nature of the role, will be a confident self-starter.

With an eye for detail, creativity and commitment to our organisational goals, you'll be responsible for the delivery of our 25th anniversary campaign, and for ensuring that this is complementary to our existing events and activities.

Knowledge:

- Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat. Experience using Canva is advantageous but not essential.
- Demonstrable experience of using social media platforms, in particular, LinkedIn to market and promote events.
- Experience of using a CRM system is required.
- Knowledge of the charity and not-for-profit sector is required.

Experience related to position:

- Experience of delivering high quality event programmes or similar campaigns.
- Experience of events marketing and promotion.
- Experience of working within a small, busy team that is home-based, and being able to manage competing priorities.

Behaviours and skills:

- Excellent organisational and time-management skills and able to effectively prioritise work, and balance competing demands.
- Excellent verbal and written skills, including ability to draft accurate and succinct emails and documents, and a strong attention to detail and accuracy.
- Creativity and experience of creating compelling copy and marketing materials to support events.
- Ability to work without direct supervision and to prioritise own workload, to multi-task and to work to deadlines.
- Embraces new technology and new ways of working.
- Commitment to CITL's vision and objectives.

PEOPLE >> TECHNOLOGY >> ACHIEVEMENT

Events Manager - 25th Anniversary Campaign

Purpose of the Events Manger - 25th Anniversary Campaign

This exciting new role will take the lead on delivering a programme of events and activities to celebrate our 25th anniversary, build on our existing reputation, enhance our visibility and credibility within the sector, and increase our profile with potential members and supporters.

The postholder will take ideas and initial plans and turn them into live events, both face-to-face, online and hybrid, ensuring that the 25th anniversary programme supports and enhances our existing events and amplifies the work that we do with our current stakeholders, while also attracting new audiences.

Our events provide opportunities for networking, information-sharing, collaborating and problem-solving, and knowledge-sharing for our members and the wider community, including our sponsors. The 25th anniversary campaign will also be driven by these goals, and will also ensure we leverage opportunities for profile-raising and amplifying our voice as an advocate for the sector.

You will report to the CEO, and will work alongside the Business Manager. You will be supported by the Events and Office Co-ordinator and volunteers.

Additional information

This role will be home-based and we will provide the equipment necessary for you to carry out your duties safely and effectively. You will need access to a reliable broadband connection. CITL does not pay for broadband subscriptions.

Some travel and occasional overnight stays will be required. Reasonable travel costs and expenses will be reimbursed, and any additional hours worked will be given as TOIL or in some cases we will make an exceptional overtime payment.

The role is part-time - 20 hours per week - and you will be entitled to 25 days annual leave plus Bank Holidays (pro rata). The office is closed between Christmas and New Year; this time is given in addition to your holiday entitlement.

We are a small, friendly and collaborative team, with a flexible, supportive and inclusive ethos. CITL is at a pivotal point in it's growth and development, and this is an exciting time to join the organisation.

Events Manager - 25th Anniversary Campaign

Primary duties

The following is not exhaustive, but is a broad description of the key duties of the Events Manager - 25th Anniversary Campaign.

Reporting to the CEO, develop the existing concepts for the 25th anniversary campaign into a viable and actionable events programme for 2025 and lead on the delivery of this programme. This will include:

- Planning, scheduling and resourcing the events, alongside our existing events programme.
- Providing end-to-end events delivery.
- Securing appropriate venues and liaising with contractors and external agencies.
- Managing expenditure and ensuring events are delivered on budget.
- Liaising with the Events and Office Co-ordinator to manage attendees from invitation, to responses and delegates lists.
- Liaising with the Events and Office Co-ordinator to ensure events are uploaded onto our website and promoted effectively to members and non-members and more widely on social media.
- Acting as the main co-ordinator and event lead to ensure their smooth running.
- Managing speakers, sponsors and special guests to ensure a high quality event experience for key stakeholders.
- Briefing and overseeing the Event and Office Co-ordinator regarding the promotion of events using social and digital media, and on logistical support for events.
- Build and maintain effective relationships with key stakeholders including members, speakers, sponsors and sector specialists.
- With the CEO, develop sponsorship packages for the 25th anniversary programme and specific activities within the campaign, and approach potential sponsors to secure financial support.
- Ensure that sponsors, speakers and other key contacts are appropriately recognised and thanked for their contributions.
- Ensure that CITL gains maximum traction from the 25th anniversary campaign on social media and on our website.

Other commitments

- Comply with relevant charity and other legislation and ensure that CITL is compliant in meeting its obligations.
- You will be required to attend our annual conference, which is generally held over three days in the first week of October.
- You will be expected to attend other face-to-face events throughout the year, and to participate in all online events.

Hours and remuneration

- The role is part-time - 20 hours per week - and we can offer some flexibility about when those hours are worked.
- You will have 25 days annual leave each year, plus Bank Holidays and time-off between Christmas and New Year when the office is closed.
- The annual salary is £35,000 pro-rata, which will be subject to an annual cost of living increase.
- You will receive a company pension and we will make a contribution of 3% of your salary.

CREATORS >> INNOVATORS >> ACHIEVERS

How to apply

Any questions?

If you would like further information, have any questions, or would like to arrange an informal chat about the role, please contact our CEO, Tree Hall, via email at tree.hall@charityitleaders.org.uk.

To apply

Please email a covering letter and your CV to Tree Hall by Friday 6 December. Please use the email subject header 'Application - Events Manager - 25th Anniversary Campaign'.

Your covering letter should explain how you meet the needs of the role, and why you would like to work with us. If there are any elements of the person description that you don't feel you meet, please explain how you would develop the skills or knowledge you need.

Next steps

We will aim to shortlist successful candidates by Wednesday 11 December, and to hold interviews via Teams during the week commencing 16 December. We would like to appoint before the Christmas break.

INDIVIDUALS >> ORGANISATIONS >> COMMUNITIES

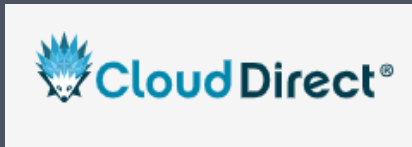
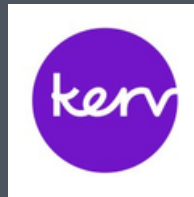
Some of our members - past and present



CHARITY IT LEADERS

MEMBERS >> SUBSCRIBERS >> SPONSORS

Our sponsors



CHARITY
IT LEADERS

INNOVATION >> COLLABORATION >> EXPERTISE

Charity IT Leaders (CITL)

W: <https://www.charityitleaders.org.uk>

E: admin@charityitleaders.org.uk

LinkedIn: <https://www.linkedin.com/company/charity-it-leaders>

Registered charity number: 1153226

Registered address: c/o Rodliffe Accounting Ltd
1 Canada SQ 37th Floor
Canary Wharf
London
E14 5AA

"CITL is the group I didn't know I needed. The shared knowledge and experience has been invaluable for me personally and for the charity, and no doubt benefits the wider sector. I would, and actively do, recommend it to others!"

Brigid MacDonald, Head of IT, Breast Cancer Now

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