

Events Assistant (Volunteer)

Article 25 is the world's largest architectural charity. Our focus lies on designing and building structures that improve health, learning and disaster resilience. We are currently looking for an Events Assistant to support our ongoing fundraising projects.

Our annual event - called 10x10 - involves a range of artists, architects and designers donating original artwork pieces that are auctioned off at a special fundraising reception evening. Our 2017 10x10 focused on Stratford and the Queen Elizabeth Olympic Park and raised over £100,000. For this year we are looking to expand on this success and raise the profile of the organisation even further.

This position calls for an outgoing volunteer who will assist with a range of tasks to support the planning and preparation of a high profile fundraising event. Initially, this will involve the procurement of high profile artists and sponsors to donate artwork to the event and provide monetary support. This will involve logistics, communication & PR as well as approaching new partners previously unaligned with the organisation and liaising with existing supporters of 10x10. The candidate should understand and appreciate the nature of high-end corporate events.

Skills and knowledge

- Desire to be involved in high quality events planning
- Understanding of levels of professionalism associated with high-end event management
- Excellent organisational and logistical skills
- Excellent communication skills
- Ability to multi-task and work across sectors of 10x10
- Ability to take responsibility and ownership of role within large scale events
- Ability to liaise with different event partners and participants, e.g. sponsors, artists, media partners

Candidate requirements

- Ability to work under pressure
- Ability to work to deadlines and on own initiative
- Able to work within a small dynamic team
- Confident telephone manner
- Strong interpersonal skills



Article 25 has more than 85 projects in 34 countries, making us the largest architectural NGO in the world. Our projects are delivered with in-country partners to ensure that local knowledge and relationships are maximised, and that projects are sustainable.

Current events include

- 10x10
- Cycle Expedition Myanmar

This position calls for someone with good drive and a flexible work ethic who is looking to get experience in project management and fundraising.

This position is available to ideally full time candidates for a minimum commitment of 6 months.

Information

Deadline: Apply immediately for consideration

Terms: Volunteer position

Start date: ASAP

Duration: 6 months

Location: Our London offices

To apply: Submit a covering letter and CV to recruitment@article-25.org with 'Events Assistant' in the subject line of the e-mail.