Job Title: Senior Events Executive	**Direction and guidance from:** Senior Event Manager – Special Events **Link to:** Assistant Director of Fundraising – Events and High Value Relationships Business Development Manager	**Primarily reports to:** Senior Event Manager – Special Events
	Direct Reports: None	**Last Reviewed:** November 2026

Primary Roles:

This role is responsible for working with the Senior Events Manager to deliver the objectives of the Lord Mayor's Big Curry Lunch, meeting strict deadlines and budget requirements.

The Senior Events Executive is responsible for the end-to-end planning and delivery of the Lord Mayor's Big Curry Lunch and associated stewardship events, supported by the Senior Events Manager through stakeholder management, event marketing, financial administration, reporting and supporter engagement.

This role will work collaboratively with the Senior Event Manager, Business Development Manager and senior stakeholders to grow participation, strengthen supporter relationships and enhance the profile of the event.

Job Specification

- To project manage, deliver, and coordinate all aspects of our flagship City event – The Lord Mayor's Big Curry Lunch.
- Work closely with the Senior Event Manager and Co-Chairman to deliver agreed income, participation and profile-raising targets.
- Develop and manage detailed project plans, event timelines and budgets to support effective planning and ensure all milestones are delivered.
- Manage relationships with key stakeholders of the lunch, including committee members, volunteers and suppliers to ensure a consistent level of stewardship and engagement.
- Manage event suppliers and contractors, including venue management, production, catering, AV providers, auction providers and other third parties, ensuring contractual obligations and service standards are met.
- Coordinate and support volunteers involved in the planning and delivery of the event, ensuring they are effectively briefed and recognised for their contribution

- Deliver key supporting and stewardship events including the launch and thank you party, the commemorative garden launch and committee events.
- Develop and deliver, creative and effective marketing plans for The Lord Mayor's Big Curry Lunch ensuring we reach both warm and cold individual and corporate audiences.
- Produce compelling supporter communications and event materials to promote the event and support income generation through ticket sales or donations.
- Ensure all financial transactions, supporter information and event data are accurately processed and recorded in the appropriate systems, supporting effective reporting and financial reconciliation.
- Identify, assess and manage operational risks associated with the event and ensure all appropriate compliance, health and safety and governance requirements are met.
- Support, work on and attend cross team projects and events, such as London Marathon and Cateran Yomp

Person Specification

- Excellent administrative abilities and experience of managing competing priorities.
- Event experience as part of a fundraising team.
- Setting income targets and meeting or exceeding them from events.
- Working with a committee or group of supporters to inspire them towards a shared goal.
- Excellent written and oral communication skills.
- Experience in recruiting and managing volunteers
- Excellent interpersonal skills and the ability to interact and work effectively with all elements of the Charity and supporters.
- A self-starter, proactive, collegiate, with drive and commitment.
- Highly computer literate and a competent user of charity fundraising databases; able to generate reports for analysis (Microsoft office, Raisers Edge, Monday.com)
- Strong empathy with the cause of the Charity and its beneficiaries.
- Whilst London based, this appointment involves travel around the UK, and occasionally overseas.
- Must be willing to work outside of core hours and at weekends when necessary
- Collaborative working across teams: works effectively with colleagues across the charity, providing support, expertise and capacity as required to achieve organisational objectives and deliver the best outcomes for beneficiaries.

Agreed by: AD High Value Relationships	**Signature:** *Steve Oatley*	**Date:** 4 November 2026
Approved by: Chief Executive	**Signature:** Tim Hyams	**Date:** 11 November 2026