

Events Lead – Voluntary

Location: Remote / UK-based

Commitment: Part-time, flexible hours

Are you passionate about driving positive change in education and supporting Black men in the teaching profession? Do you have the skills to lead in events lead? If so, Black Men Teach is looking for a dedicated Events Lead to join our mission!

About Us:

Black Men Teach is committed to increasing the representation of Black men and boys in the education system. Our mission is to raise the profile of teaching among Black males and create space for Black boys to thrive. We are dedicated to challenging stereotypes and providing Black males with the support and resources needed to succeed in education.

Role and Responsibilities:

As Events Lead, you will:

- **Event Planning and Strategy:** Develop, plan, and execute events that align with BMT's mission, goals, and community engagement objectives.
- **Logistics Management:** Oversee all logistics including venue selection, speaker management, catering, and equipment setup. Handle event schedules, timelines, and ensure all aspects of the event run smoothly and on time.
- **Budgeting and Financial Oversight:** Manage event budgets, ensuring all expenses are within limits while maximising the quality and impact of the event.
- **Collaboration and Stakeholder Management:** Work closely with internal teams, partners, and the BMT community to ensure successful event execution. Serve as the primary liaison between the organisation and the BMT community, to ensure events reflect community needs.
- **Promotion and Audience Engagement:** Develop and execute event promotion plans through social media, email marketing, and community outreach to boost attendance and engagement.



Key Skills and Qualities:

We are seeking an Events Lead with the following skills and experience:

- **Event Planning:** Proven experience in planning and executing large-scale and small-scale events from concept to completion.
- **Project Management:** Strong ability to manage multiple tasks, deadlines, and teams. Comfortable using project management tools to ensure smooth event delivery.
- **Logistics Coordination:** Skilled in coordinating event logistics, including contract negotiation, speaker management, and scheduling.
- **Budgeting:** Ability to manage event budgets, control costs, and deliver within financial limits while maximising quality.
- **Community Liaison:** Strong interpersonal skills to engage with community members and stakeholders, ensuring events align with the values and interests of the BMT community.
- **Communication:** Excellent verbal and written communication skills to effectively promote events and engage stakeholders.

Benefits of Joining:

- Make a meaningful impact by advancing our mission.
- Collaborate with a passionate and diverse team dedicated to social change.
- Enhance your professional network and develop new skills in nonprofit leadership.
- Contribute to an organisation that is driving meaningful change in education.

How to Apply:

If you are interested in becoming the Events Lead at Black Men Teach, please send your CV and a cover letter outlining your relevant experience and why you are passionate about our mission to info@blackmenteach.co.uk.

For more information about our organisation, visit our website at www.blackmenteach.co.uk.

Black Men Teach is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals.

Join us in our mission to create space for Black men and boys to thrive in education.

Together, we can make a difference!

