

RAMADAN TENT PROJECT

Role: Corporate Events Officer (Fast A Day)

Reporting to: Operations and Partnerships Manager

Responsible for: Contractors, Temp Staff

Salary: £28-£30K per annum, pro rata

Contract Type: One-year part-time (24 hours) with a view to potentially full-time (40 hours per week)

Start date: July 2025 or as soon as ideal candidate is selected

Location: Remote + in person co-working day, must be present at all RTP events, meetings as required

Deadline: 11:59pm, Friday 27 June 2025. Applications and interviews accepted on a rolling basis

Purpose and Key Responsibilities:

The Corporate Events Officer will work closely with the Operations and Partnerships Manager to support the coordination, and execution of Ramadan Tent Project's (RTP) Fast A Day events. This role focuses on providing logistical and administrative support to ensure smooth event delivery, maintaining high-quality standards.

"Fast a Day" is an initiative organised by RTP aimed at encouraging individuals, businesses, and organizations to participate in fasting for a day during Ramadan to raise awareness and understanding around the holy month.

The Corporate Events Officer will assist in liaising with key stakeholders, managing event resources, and supporting the events team during on-site activations with each client and business. This is a great opportunity for someone with experience in Event Management and eager to develop skills in planning, coordination, and delivery with corporate businesses and has a passion for bringing communities together and showcase the beauty of Ramadan.

Event Coordination Support:

- Assist the Operations and Partnerships Manager in delivering Fast A Day events.
- Take ownership of assigned events or activations, coordinating all aspects independently to ensure they meet the standards expected across all RTP events.
- Pitch and sell 'Fast A Day' to a portfolio of commercial and business clients.
- Arrange venue site-visits, meetings with clients and pre-event planning with businesses creating an event schedule supporting the Operations and Partnerships Manager with overseeing event logistics (permits, risk assessments, health and safety plans, vendor selection, and managing event staff)
- Support the team in ensuring Fast A Day events are executed to a high standard across all activations, in London and other UK locations.

Administrative and Logistical Support:

- Assist with day-to-day logistical tasks such as coordinating supplies (food, security, etc.) and managing procurement processes for event needs.
- Communicating with stakeholders and partners throughout pre-event, on-site and post-event evaluations.
- Ensure venues are properly equipped to meet guest and attendee requirements.
- Coordinate logistical needs independently for assigned events, including overseeing suppliers, equipment, and resources.

On-Site Event Support:

- Assist with event setup, delivery of items/supplies, transportation of goods, event management, and production, ensuring smooth operations during Fast A Day events.
- Act as a support point of contact to the Operations and Partnerships Manager and manage event staff
- Independently lead on assigned events or activations on-site, ensuring high-quality delivery
- Troubleshooting any logistical issues on the day in consultation with the Operations and Partnerships Manager where required.

Stakeholder Liaison:

- Support the Operations and Partnerships Manager in liaising with venue partners, clients, local authorities, sponsors, and suppliers to ensure smooth coordination before and during events.

Team Support:

- Help with tracking event progress, addressing any issues as they arise, and ensuring compliance with organisational standards and local authority regulations.

Health & Safety:

- Assist in implementing health and safety procedures across all events and ensure compliance with the client and local authority standards.
- Support in maintaining health and safety paperwork and ensuring it is up to date for each event.

RAMADAN TENT PROJECT

Essential Experience, Knowledge, Skills & Abilities Required:

Education & Experience:

- Experience in event support, coordination, or volunteering at events.
- Extensive and demonstrable experience of working in a corporate and commercial environment.
- Track record of coordinating and delivering large scale events.
- Experience in sales of products and services.

Key Skills:

- Strong organisational skills and attention to detail.
- Ability to manage time efficiently and work on multiple tasks at once.
- Excellent communication skills, both written and verbal.
- A proactive team player with a positive attitude and willingness to learn.

Additional Requirements:

- Flexibility to work evenings and weekends, especially during Ramadan.
- Ability to travel across London and occasionally to other UK locations as required for event delivery.
- Preference to have a UK Full Driver's Licence

To apply, send a copy of your CV and cover letter to info@ramadantentproject.com.
The email subject should be your full name and the role you are applying for (e.g. Sarah Ali
Corporate Events Officer – Fast A Day)

Please note:

- We are unable to consider your application without both a CV and cover letter
- Interviews will take place on a rolling basis
- Applications will close 27 June applications received after this time may not be considered
- Should you have any questions, please write to info@ramadantentproject.com with Query: the role you are interested in (e.g. Query: Corporate Events Officer)