

RAMADAN TENT PROJECT

Role: Events Officer

Reporting to: Operations and Partnerships Manager

Salary: £28K-£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 Events Officer will work closely with the Operations and Partnerships Manager to support the coordination, and execution of all Ramadan Tent Project (RTP) events, including the annual Ramadan Festival. This role focuses on providing logistical and administrative support to ensure smooth event delivery, maintaining high-quality standards across London and the UK.

The Events Officer will assist in liaising with key stakeholders, managing event resources, and supporting the events team during on-site activations. This is a great opportunity for someone with experience in Event Management and eager to develop skills in planning, coordination, and delivery.

Event Coordination Support:

- Assist the Operations and Partnerships Manager in delivering all Ramadan Tent Project events, including Open Iftar, Fast A Day, Welcome Ramadan Conference, and Ramadan Pavilion.
- Take ownership of assigned events or activations, coordinating all aspects independently to ensure they meet the standards expected across all RTP events.
- Arrange venue site-visits, meetings and pre-event planning with partners 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 that 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 Open Iftar events and other RTP activities.
- 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, 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 venue 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.
- Interest in non-profit event delivery and/or community-focused initiatives is a plus.
- Track record of coordinating and delivering large scale events.

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, Events Officer)**

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: Events Officer)**