

It starts with community

The National Lottery Fund
Role Profile



Internal Events Manager

Directorate:	People & Culture
Department:	Internal Communications and Engagement Team
Role/Competency level:	Level 3
Reports to:	Head of Internal Communications and Engagement



Role Profile: Internal Events Manager

Role purpose

In this role you will be responsible for the design and delivery of the Fund's internal colleague engagement events.

You focus will be creating meaningful engagement moments for our whole colleague community to come together to celebrate progress, plan for the year ahead and connect with our organisational purpose, mission and values.

This post holder will be required to plan, co-ordinate and evaluate our two annual all-colleague gatherings including venue sourcing and liaison, invitation process, stakeholder management and all associated communications materials across our digital channels.

They'll also work with the wider team, directorate and senior leadership to co-create and lead an energetic and interactive programme of activity to progress attendees' understanding of the work of the Fund, to generate excitement and maximise engagement into our culture - keeping our mission and values at the core of the day's objectives.

These events will be across a single or multiple venues and may include some consideration for a hybrid delivery style as well as some recording of proceedings for non attendees.

The post holder will also support the Internal Communication and Engagement team with regular internal events, including our monthly Connected sessions.



Role Profile: Internal Events Manager

Key responsibilities

- Programme development and management, collaborating with internal teams and key stakeholders to conceptualise, design, and deliver engaging event programmes, effectively project managing our events end-to-end.
- Research, propose, and secure internal or external speakers, guest projects and marketplace leads.
- Venue management and event logistics and on-site management, including identifying, securing and managing suitable venues, all aspects of on-the-day management - logistics, layout and mobilising of staff volunteers and helpers.
- Budgeting and resourcing, including the development, monitoring, and managing event budgets, ensuring cost efficiency and transparency during the negotiation and procurement processes.
- Stakeholder engagement, providing a central point of contact for all internal stakeholders attendees and contributors.
- Accessibility and environment monitoring, ensuring event alignment with our equity, diversity and inclusion and environment policies.
- Evaluation, measurement and improvement, managing a robust feedback and evaluation process of the events, learning lessons and building our internal expertise



Role Profile: Internal Events Manager

Knowledge, skills and experience

- Extensive event planning experience as an event manager or equivalent role
- Proven project management skills, demonstrating the ability to plan, coordinate, and prioritise multiple tasks concurrently.
- Skill in designing creative and engaging event programmes that align with the Fund's strategy, missions, values and goals.
- Budgeting & Financial Management: Competence in creating and managing event budgets, with keen attention to cost efficiencies and resource allocation.
- Effective communication and engagement skills, including creation of messages and content, and management of stakeholders at all levels.



Role Profile: Internal Events Manager

Role competencies: Level 3

- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.