

PROJECT WATERFALL

JOIN OUR TEAM!



EVENTS EXECUTIVE

Our team is growing and we're looking for a passionate individual to join us and support our events programme, including our flagship fundraising campaign UK Coffee Week.

Post title: Events Executive

Reports to: Head of Project Waterfall

Starting: February / March 2022

Salary: 22 - 25K depending on experience

All interested applicants should e-mail their CV and covering letter to foundation@allegra.co.uk



ABOUT PROJECT WATERFALL

Project Waterfall is an initiative established by The Allegra Foundation (registered charity: 1133540) to bring clean drinking water and sanitation to coffee growing communities. Since 2011, the charity has raised over £1.7 million and reached over 70,000 people in Nicaragua, Vietnam, Rwanda, Tanzania, Ethiopia, Uganda & Kenya.

Project Waterfall has been operating for 10 years with roots firmly in the coffee industry. Our main fundraising efforts to date have been centred around our flagship campaign, UK Coffee Week, which takes place every year in April / May and sees thousands of coffee shops join to raise funds and awareness in their stores.

THE ROLE

This role will involve supporting on our campaigns and events throughout the year. The main responsibility of the role will be organising UK Coffee Week, our flagship fundraising campaign which raises funds for Project Waterfall. This is an established campaign which has been running for 11 years, and involves hundreds of coffee shops across the UK signing up and raising funds for Project Waterfall.

The role will also involve supporting on other events throughout the year, including our stand The London Coffee Festival, and engaging with our supporters to organise new events which will raise brand awareness and funds for Project Waterfall.

KEY RESPONSIBILITIES

- Managing the logistics and production for UK Coffee Week - our flagship fundraising campaign
 - Supporting the team on other events throughout the year, including our stand at The London Coffee Festival
 - Supporting the team with marketing, partnerships & operational tasks throughout the year - including some social media, researching new supporters and ordering fundraising materials
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CANDIDATE PROFILE

You get things done - you work well in a fluid environment and follow through on all tasks

You're passionate about our cause - you know not everyone in the world is as lucky as we are, and you want to do something to change it

You're organised and pay attention to detail - you're confident working with spreadsheets and data entry

You're independent and self motivated - you can handle day to day tasks without constant supervision

You're a team player - you work well with others and you're happy help by taking on the odd task outside your core role

You're a people person - you're in your element when talking to people, whether that's over the phone, via e-mail or face to face

You're a fast learner - you love learning new skills and you pick things up easily

You're confident with all things digital - you know your way around all the major social platforms and are confident using these from a business perspective

DESIRABLE SKILLS AND EXPERIENCE

- Fluent English and a right to work in the UK
 - Experience in the coffee or hospitality sector
 - Previous experience organising events would be a bonus
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