



JOB DESCRIPTION

Position:	Events and Workshop Co-Ordinator
Reports to:	Associate Director, International and Championing
Salary:	£28,000 - £30,000 per annum, dependent upon experience
Location:	Charlotte Road, London

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Events and Workshop Coordinator will be responsible for supporting The Foundation's advocacy and championing work, focusing primarily on:



- coordinating and facilitating events and workshops related to the successful and growing landowners' Building a Legacy programme;
- supporting the team in planning and delivery of community engagement events, using The Foundation's Enquiry by Design methodology;
- preparing documents, reports and communication strategies on activities.

The role will suit a young graduate, who is highly organised, interested in sustainable urban development who recognises the importance of the built environment in the context of climate action, and is looking to build experience in the fields of events management, communications and consultation coordination.

It may be possible to balance and tailor responsibilities according to the skill-set of the successful applicant, providing an opportunity for professional development.

Within the office The Foundation arranges regular CPD sessions, on topics relevant to ongoing projects and providing continual training and development available to all staff.

The role will include an element of travel, within the UK and potentially internationally on a project by project basis to support events and workshops.

Key Tasks

Specific Duties will include:

- Lead support for the planning and hosting of events, primarily coordination of the Building a Legacy programme – including identifying and booking venues, liaison with key partners such as the Duchy of Cornwall and Oxford University, scheduling speakers, issuing invitations, recording and circulating reports of meetings, general logistics, managing budgets and associated donation scheme;
- Support the Executive Director and wider team to strengthen relationships through regular communication and engagement with partners of the Building a Legacy programme, extending the network committed to taking the vision forward;
- Work with the Executive Director and colleagues to develop a system of monitoring and evaluation for Building a Legacy and other projects, to ensure success is measured and areas for increased impact identified;
- Assist in delivery of stakeholder engagement workshops and events, producing and coordinating site information, base plans, constraints maps and coordinating logistics with the relevant stakeholder groups;
- Production of workshop outputs, reports and other documents for review, which may include indicative visioning plans and design guidelines etc;
- From time to time, support in delivery of events as part of the international championing programme, including The Foundation's Rapid Planning Toolkit and with Commonwealth partners collaborating in the Commonwealth Sustainable Cities Initiative;



- Work with other departments within The Foundation including Fundraising, Education and Estates as necessary, for the advancement and organisation of programmes and events;
- Coordinate with the Communications Team in relation to social media and communications promoting the Building a Legacy programme, the Foundation's Rapid Planning Toolkit and other public events and workshops.

The Foundation works with a wide range of partners, meaning it is inevitable that tasks and responsibilities may change and adapt over the life of a project. All staff are therefore expected to work in a flexible way when the occasion arises, undertaking tasks which are not specifically covered in their Job Description.

Person Specification

The essential skills, knowledge and experience required are:

Essential

- Highly organised, with experience of managing events and coordinating multiple and varied inputs within a team context;
- Ability to work collaboratively with others, including people from diverse cultures and backgrounds at all levels;
- Must thrive in a team setting and understand the value of prioritising internal communication with colleagues;
- Proven ability to self-manage, coordinate travel arrangements and engagements;
- Strong oral communication skills;
- Highly efficient administrative and report writing skills;
- Able to use publication and presentation software to produce reports, documents and event marketing literature. Proficient in Adobe Creative Cloud Suite, notably InDesign, Illustrator and Photoshop.
- Sympathetic understanding of, or ability and willingness to learn, the principles of sustainable urbanism and design of The King's Foundation;
- Willingness to learn programmes and software unfamiliar to the candidate.

Desirable

- Experience in using social media platforms to publicise and report on events;
- Degree in Communications and Marketing or Community Engagement or similar.
- Experience in hosting Zoom Meetings and Zoom Webinar events.

Other:

- The post will be based at 19-22 Charlotte Road, London, EC2A 3SG with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 13th of June 2025