



Centre for Social Justice – Job Description

Job Title:	Events Manager
Reporting To:	Head of Events & Engagement
Contract Type:	Permanent
Hours:	Full-time, 35 hours per week (Mon-Fri)
Location:	Westminster, London
Annual leave:	25 days + 3 additional days between Christmas & New Year
Salary:	£34-45k dependent on experience
Apply:	Please submit your CV and one-page cover letter in a document pdf format here before 23.59 on 13th October 2026 on https://hr.breathehr.com/v/events-manager-48871 If you require adjustments or a different format for your application, please email us. You must have the right to work in the UK, unfortunately we are unable to sponsor visa applications. We're looking for real-world experience and genuine voices. Please submit original applications; our interview process will explore your ideas in depth.

THE ORGANISATION

Founded in 2004, the Centre for Social Justice (CSJ) is one of the UK's most influential think tanks. We're here to challenge conventional thinking and put social justice at the heart of politics. Our goal is to break the cycle of poverty by tackling its root causes, not just managing the symptoms.

Over the last 20+ years, we have shaped some of the most significant welfare and justice reforms in a generation. Our work has historically focused on the 'five pathways to poverty': educational failure; family breakdown; worklessness; addiction; and serious personal debt. Faced with emerging social challenges, we are now increasingly looking at long-term social and cultural challenges – including our award-winning Lost Boys work.

Our work is reinforced by the insights of our 'Alliance' of small, poverty-fighting charities. These grassroots groups are the unsung heroes tackling Britain's toughest social issues, and we amplify their voice in politics, media, and through directing philanthropy to them.

This is a critical moment for the CSJ. We're scaling up our research, events, digital platforms, philanthropy and external engagement - and this role is central to that growth.

THE ROLE

The CSJ is looking for an Events Manager to work in our busy Westminster office. The successful candidate will join an existing team of two to help shape and deliver a varied and impactful events programme to grow and sustain the CSJ's target audience. The Events Manager will also work closely with the Communications team to support our other forms of engagement.

The post-holder will support delivery of the CSJ's full events programme and wider engagement activity. You will coordinate policy and public events, support flagship CSJ Foundation activity, help operationalise our conference season, and produce content and post-event assets that amplify our research and policy impact. This is a hands-on role that combines logistics, stakeholder management, simple budget control, and content production. You will be the organiser and the executor who makes things happen on the day and help turn events into measurable policy touchpoints.

KEY RESPONSIBILITIES

Programme Delivery & Events Operations

- Delivery of CSJ events (policy panels, party conferences, launches, roundtables, awards, caucuses, and internal events).
- Own day-of operations: Run-sheets, speaker liaison, registration, AV checks, and contingency management.
- Logistics: Book venues, manage contractors, travel and accommodation, and reconcile event invoices.
- Budget: Support delivery of fundraising mechanisms including table sales, auctions and donor stewardship and maintain meticulous records of all our events.

Stakeholders, Content & Amplification

- Act as day-to-day contact for speakers, sponsors and partners; prepare speaker briefs and run rehearsals.
- Help to produce and support event assets (podcast clips, filmed interviews, post-event summaries and press packs) with the Communications Team.
- Maintain CRM and event systems (using Salesforce and Excel) and steward MP/partner contact lists.

Reporting, Sponsors & Other

- Keep the Master Calendar up-to-date and deliver post-event reports (attendance, sponsor fulfilment, media coverage, next steps).
- Occasional UK travel and out-of-hours work for events

THE PERSON

We are looking for a confident and adaptable professional who thrives in a dynamic environment. You should be able to work independently, manage multiple priorities, and build strong relationships across all levels of the organisation.

- Experience delivering events of different sizes in a professional setting, with large-scale fundraising or gala-style events (e.g. dinners, auctions, galas) preferred; political sector experience welcomed but not essential
 - Comfortable in building trusted relations both within the CSJ and with its external stakeholders, including confident liaison with high-profile individuals, patrons and talent, with discretion and professionalism
 - Excellent communication skills, both verbal and written
 - Familiar with managing a CRM system
 - An interest in current affairs, politics and the social justice agenda
 - A commitment to the CSJ's vision, mission and values
 - Meticulous attention to detail, highly organised, calm under pressure and with a high degree of personal integrity
 - A collaborative team player with initiative and a positive can-do attitude
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