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## Job and person specification: Centenary Events Lead

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Department: Fundraising & Supporters

Location: National CPRE, London N1, or Home based

Reporting to: Director of Fundraising & Supporters

Duration: Fixed-term to December 2026, potential to work part-time.

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### Job summary - the big picture

We are seeking a highly experienced **Centenary Events Lead** to plan, execute and deliver a series of high-profile events throughout our Centenary year that have maximum reach and impact, build our brand and meet our Centenary objectives. You will be responsible for overseeing the end-to-end delivery of a wide range of events, including a Conference, events at the Houses of Parliament, Awards ceremony, and a high-profile Centenary reception.

### Key people – who you will be working with

- **Internal** – Centenary team, Communications, Policy & Advocacy
- **External** – All external stakeholders in delivering events of a high standard

### Main areas of responsibility - the day-to-day work

- **Planning:** Ensure optimum attention to detail and meticulous planning across a series of high profile events to achieve the highest standards at each event.
- **End-to-End Event Management:** Deliver a wide range of events including a Conference, high profile reception and Awards to the highest standard.
- **Stakeholder Engagement:** Collaborate with all internal & external stakeholders to ensure objectives are met.
- **Brand:** Ensure all events reflect CPRE's brand standards, tone, and messaging.
- **Innovation:** Incorporate innovative formats and technologies, as appropriate.
- **Risk Management:** Develop contingency plans and ensure health, safety, and legal compliance for all events.
- Role model CPRE's values and behaviours
- **Proactive responsibility for own development** through learning, networking, self appraisal and other opportunities for growth
- Support team colleagues and support other teams as requested.



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## Selection criteria – what you need to do the job

- Significant experience in high-profile event management.
- Proven track record of planning and delivering a range of large-scale, complex events within a limited time period.
- Exceptional communication skills, ensuring effective collaboration with a wide range of key stakeholders.
- Proven understanding of event marketing, branding, and audience engagement.
- Proficiency in using event management tools and platforms.
- Calm under pressure with excellent problem-solving skills.
- Recognise when there is a need for change or improvement and adapt quickly
- To be an active contributor, sharing knowledge and expertise
- Enthusiastic, proactive and positive
- Ability to work independently and effectively as part of a team
- Occasional evening and/or weekend work will require some flexibility in working hours