Freelance Brief: Admin & Events Assistant

A. The Organisation

Voices Gloucester (VG) provides funding, mentoring and creative expertise, offering a platform for local people to amplify their voices by exploring, celebrating and sharing their heritage stories. Over the last 3 years we have delivered 58 community projects and over 120 events, mostly led by under-represented groups, in addition to several growth projects that include multiple partners.

We became a charity in 2024 and are now looking for a committed and enthusiastic individual to support us in further developing VG as a robust and resilient organisation with the support of the National Lottery Heritage Fund (NLHF). Over the next 6 months, the Admin & Events Assistant will help the organisation to:

1. Continue to champion community-led history/heritage
2. Empower the community panel to embed their voices across VG decision-making
3. Support small grant distribution (under £10k) to deliver innovative community-led projects with low barriers to participation
4. Develop mentoring and skills development to drive increased participation
5. Test new ways to extend our digital assets to enhance impact and legacy

B. The Role

Voices Gloucester Board wishes to appoint an **Admin & Events Assistant** to deliver the following areas of work.

1. Support the team with **essential administrative tasks** which include but are not limited to;

    - Monitoring and responding to emails received in the info@voicesgloucester.org.uk inbox in a timely manner
    - Assisting the team with good record keeping, ensuring our Google Workspace is kept tidy and up to date

2. Provide logistical, administrative, and onsite support to our Director, ensuring that events run smoothly.

    Event planning tasks may include;

- Liaising with Community Producers to collate event copy for our website and social media
- For public events: listing the event on Ticket Source and keeping Community Producers and the team informed with booking numbers
- For events to a targeted audience: coordinating the guest list, collecting dietary and accessibility requirements, and sending out invitations.
- Coordinating with suppliers such as venues and caterers to agree event arrangements
- Supporting the Director and Community Producers to ensure that a Risk Assessment is in place for each event, First Aiders are present and where appropriate, our Safeguarding Policy is being adhered to
- Supporting the Director with any technical requirements needed for the event
- Supporting the Director to ensure that events are planned in an environmentally conscious way, in line with our Environmental Sustainability Policy
- Supporting the Director to ensure that our events are accessible as possible

Event execution tasks may include;

- Work with the team to set up the space, setting up branded items (banners, pop-ups), and testing AV equipment.
- Working with suppliers such as caterers to ensure refreshments are served on schedule.
- Welcoming audiences at registration, managing check-ins and answering attendee queries.
- Acting as a "runner" or, identifying potential issues and responding to last-minute requirements.
- Sign posting audience members to further information about VG such as how to sign up to our mailing list
- Ensuring that donations mechanisms (cash donation box, CollectTin card reader, QR codes) are in place and assisting the public as necessary
- Ensuring that necessary evaluation data is captured

Event follow up tasks may include;

- Work with the team to clean up the space including packing up AV equipment, taking down banners, and ensuring the venue is left in good condition.
- Sending out surveys to attendees and collecting feedback.
- Issuing "thank you" notes to delegates, speakers, and vendors.
- Compiling data for evaluation purposes

C. Experience, skills and knowledge

Essential

- Experience in supporting small events to ensure their smooth running
- Experience in providing administrative support to a small team
- Good IT (Information Technology) skills
- Enthusiasm for Gloucester's history and heritage
- Organised and methodical approach to tasks with track record of meeting deadlines
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Availability to attend daytime, evening and weekend events

Desirable

- Knowledge of Gloucester and its communities
- Experience of working alongside other freelancers
- Experience of promoting good environmental practice

D. Delivery of the Contract

This contract is offered on a freelance-basis and the successful person will be responsible for their own NI and tax owed.

Ideally we are looking for a candidate that can offer 10 hours dispersed across the week, with the freelancer working remotely. Some weekend and evening work in Gloucester will be required during events and may be required at other times too, we expect this to average at 2 events per calendar month.

E. Timetable

We anticipate appointing a freelancer to start in June 2026 for 6 months. There is the possibility of the contract being extended.

F. Payment

There is a maximum budget allocation of £6,000 for this work, including all travel and expenses. The Admin & Events Assistant will be paid on a monthly basis via invoice.

The hourly rate will be £15 p/h.

G. How to Apply

Please submit an electronic copy of your application of no more than 2 x A4 pages (exclusive of CV) covering the following areas:

- A summary of your understanding of the role and why you are applying
- Your CV including qualifications, and other relevant expertise and experience.
- The names and contact details of two referees (they will not be contacted without your permission)

Equal weighting will be given to each of the criteria.

We understand that text-based applications do not suit everyone, so if you would like to apply in a different way, for example via video or audio, or require this information in a different format, please get in touch with us.

H. Further information

For further information, please contact Tiah Clarke, tiah@voicesgloucester.org.uk or 07921082764.

Closing date: 9am Friday 15th May 2026

Please submit your tender response to: info@voicesgloucester.org.uk

Interviews: Wednesday 20th and Friday 22nd May 2026