



Events Coordinator (Part time, freelance)

Jamie's Farm HQ, Bath

Hill House Farm, Ditteridge, Box, Nr Bath

SN13 8QA



Jamie's Farm is a charity that supports young people by combining therapeutic work, farming, and purposeful activities to help them thrive. Through residential visits to our working farms, we provide a nurturing environment where young people can reflect, build confidence, and develop the resilience they need to overcome personal challenges.

Position Summary

Jamie's Farm is seeking a proactive and organised Events Coordinator to support the planning and delivery of a range of fundraising and engagement events. You'll play a key role in engaging supporters, raising vital funds, and enhancing the charity's visibility.

Main responsibilities:

- Deliver an annual calendar of events, such as supporter suppers, charity race days and team volunteer days
- Work with the wider team, event committees and event volunteers for success
- Liaise with venues, suppliers and stakeholders to ensure smooth event execution
- Manage event budgets and ensure cost-effective delivery
- Liaise with the Comms Team to best promote events through social media, website and local press
- Provide excellent supporter/volunteer care before, during, and after events
- Feed into the evaluation of events to measure success and future event development
- Ensure all events comply with health & safety and fundraising regulations

Experience & Skills:

- Strong organisational and time-management skills, with a proven ability of working to deadlines
- Flexible and dependable with an ability to solve problems and overcome things proactively, especially in time pressured situations
- Proven ability to work to a high standard with an eye for detail
- Experience in planning and delivering events (**desirable**)
- Excellent communication and interpersonal abilities
- Ability to work independently and as part of a team
- Proficient use of IT systems
- A car driver with own transport – due to our rural location and the need to support events across our other farms including Hereford, Monmouth, Lewes & London (approx. 10 events per year)
- Passion for Jamie's Farm vision, mission and methodology with an eagerness to help share our unique approach and increase our profile

Work pattern & benefits:

- **Freelance**, flexible part-time hours – **equivalent to 3 days per week**, to include evenings and weekends where required
- £13-15 per hour dependent on experience
- A beautiful and unique working environment
- All lunches provided and enjoyed with the team when working on-site
- Opportunity to be an integral part of a dynamic and supportive team culture and contribute to the growth of a dynamic, values-driven organisation

Apply now:

Please apply via the Jamie's Farm website <https://jamiesfarm.org.uk/jobs/>. Read through the job description and return both a completed application and equal opportunities form to recruitment@jamiesfarm.org.uk. We look forward to hearing from you!

Timeline:

Closing date: **9am, Mon 24th November**

Shortlisting: Thurs 27th November

Interviews: 1st interview Tues 2nd December (online), 2nd interview Tues 9th December (in person)

Start date: W/c 5th January 2026 or asap

Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy.