



Events Coordinator

About us

Turquoise Mountain supports artisans and communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His Majesty King Charles III, we work directly with artisan communities in Afghanistan, Jordan, Myanmar, Palestine, Saudi Arabia, and Syria. To date, we have trained and employed over 11,500 artisans, restored more than 180 historic buildings, provided primary healthcare to over 280,000 patients, and education and cultural heritage programmes to over 4,500 children.

Turquoise Mountain frequently hosts or participates in events, which range from fundraising events and exhibitions to panel discussions, and trade shows. This is key to our approach in supporting artisans; through events, we generate demand for artisan products, celebrate craftsmanship from the places we work, establish our leading role in cultural heritage and social impact, and raise funds for the work we do.

About the role

Positioning

The Events Coordinator sits within the Development team and reports into the Head of Philanthropy but works closely with senior leadership and colleagues across the organisation, notably, the Communications Team, the Creative Team, the Commercial Team and the Finance and Operations Teams as well as in-country teams.

Purpose

This is a very hands-on role from the beginning. You will be leading all planning and execution for Turquoise Mountain events, including fundraising events, exhibitions, though leadership, creative and commercial events, and community outreach events.



Key responsibilities

Event Planning and Execution

- Creation and onward maintenance of a global events and activities calendar
- Lead and coordinate all logistical aspects of Turquoise Mountain events (attendee management, venues, catering, technical setup, promotion, displays, object/product logistics, communications.)
- Develop detailed event plans and timelines, including pre-event, on site, and post event phases.
- Coordination with partners, suppliers, service providers and internal stakeholders to deliver a high-quality experience
- Conduct site visits and be first person onsite to oversee event setups and last to leave to ensure complete breakdowns (this will require flexible working hours)
- Oversee audiovisual, staging, lighting, IT/infrastructure, and other technical requirements
- Ensure accessibility, health & safety, risk assessment, relevant event insurance, and security considerations
- Maximize fundraising potential across events by integrating fundraising elements into any and all Turquoise Mountain events.

Stakeholder Coordination and Communications

- Liaise with the Head of Philanthropy and relevant Senior Leadership on events prioritisation.
- Liaise with internal teams including – Development, Creative, Operations, Programmes (in-country colleagues), Communications, Finance - as required in event planning and execution.
- Communicate with external partners, host venues, sponsors, cultural institutions, artisans, guest speakers, participants/ attendees. Note that events very often include some of Turquoise Mountain's most important donors, Trustees, and partners, so this is





an extremely important element of the role and the Events Manager must always be a strong ambassador for Turquoise Mountain with these key partners. ■

- Serve as primary point of contact before, during, and after events for queries and troubleshooting ■

Budget and Financial Management

- Monitor and coordinate events budgets, maintain accurate financial records ■
- Where appropriate, negotiate with suppliers for services required ■
- Work with the finance team to ensure financial compliance ■

Promotion and Communications

- Collaborate with the Communications team and others to ensure events are promoted appropriately to the relevant audience(s) ■
- Coordinate with the Communications Team the required production of event collateral, including printed material, signage, and so on. ■
- Ensure events are appropriately documented, including the creation of visual records (photography and videography), this may require personally capturing some images/video where a professional photographer is not available/appropriate. ■

Monitoring, Evaluation and Reporting

- Monitor and gather events data (e.g. attendance, feedback, and any other metrics as required). ■
- Contribute to post-event reporting and internal communications as required ■

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

Person Specification

Professional approach

We are looking for a highly organised and efficient events coordinator





Personal attributes

- A highly structured, organised, and hands-on self-starter.
- Great communicator.
- A team worker.
- Someone who thrives in a high-paced environment.
- Highly detail-oriented
- Someone who is punctual and meets deadlines.

Qualifications

We are open to candidates qualified by experience.

Willingness to learn and ability to learn quickly are considered more important than formal qualifications.

Specific job skills and experience

- Proven experience planning and executing high-stake events
- Proven experience in high-level stakeholder communications and coordination.
- Comfortable working from home for most of the time.
- Fluent spoken and written English.
- **Willingness to work evenings and/or weekends as required.**
- **Willingness and ability to be in London frequently**

There is a strong preference for the post holder to be UK-based (ideally in London). This role is based full-time working from home, therefore you must have access to an appropriate workspace and full right to work in your country of residence, we are unable to sponsor work visas. Salary will be in the region of £38,000 to £44,000 per year, depending on experience.





To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile, including your relevant experience in donor communications. **Please combine your cover letter and CV as one pdf document.** Candidates should submit a covering letter and C.V. to: vacancy@turquoisemountain.org. In the subject line of the e-mail, please mention – 'Events Coordinator' and your last name.

Please submit your application as soon as possible, but by no later than **21st August 2026**. We reserve the right to bring the closing date forward in case of a large volume of applications.



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Turquoise Mountain Trust is a registered charity no. SC037343 and as a company no. SC299579