



# The Mission to Seafarers

Appointment Brief

Senior Events Manager

April 2026

## About The Mission to Seafarers

Across the world there are an estimated 1.89 million seafarers operating on 74 thousand ships. These men and women, of all nationalities, spend up to nine months at sea, far from families, friends and loved ones.

The Mission to Seafarers (“MtS”) has a history dating back to 1836. We support the men and women working at sea when they need us most, through providing emergency assistance, practical support, and a friendly welcome in ports all over the world. Operating under the trusted sign of the “Flying Angel”, MtS touches the lives of seafarers in numerous ways, responding to their needs and connecting them with local communities, with support including:

- Advocacy, advice, and counselling
- Communication, transport, and centre hospitality
- Emergency response
- Hospital and prison visitation
- Ship visiting
- Spiritual support

MtS has a presence at over 200 ports in 50 countries, operating day and night, 365 days a year. As a Christian-based organisation, our help is importantly offered regardless of nationality, rank, faith or no faith.

Our core work is face-to-face ship visiting which is undertaken by our chaplains, welfare officers, ship visitors, volunteers and centre managers. In more recent years, we have added a digital element to our work in response to the Covid-19 pandemic and the increased speed of ship turnaround times in ports.

In addition to our port-facing work, we have expanded our portfolio of services to include Family Support Services in the Philippines and India, WeCare training courses in social communications, financial wellbeing and suicide awareness, and MtS’s Happiness Index.



## Our Values and Culture

MtS is a collaborative, collegiate and respectful organisation. We place great importance on our values which define and reflect our organisational culture.

- **Pioneering:** We encourage innovative thinking and seek to be flexible and entrepreneurial in our ways of working.
- **Inclusive:** We are unconditionally committed to the support of all seafarers and their families without discrimination.
- **United:** We are one global, intergenerational, multicultural family united in vision and purpose, while respecting diversity of culture and context.
- **Collaborative:** We are co-operative in our approach to our work – in relation to individuals, the church, ecumenical partners, and organisations and institutions that work for the welfare of seafarers.
- **Accountable:** We are accountable as stewards of the resources entrusted to us, to each other in recognition of our mutual inter-dependence and to those charged with governance at station, regional and international level.
- **Caring:** In all our dealings we strive to behave with compassion, to act with integrity and to treat everyone with respect.

## The Development Team

The Development Team covers fundraising, marketing and communications, and data management. Our income comes from corporate supporters, trusts and foundations, legacies, individual donors and events. We have set ambitious fundraising targets for the strategic period to 2031 and, having already increased income through corporate and events fundraising, we are now focusing on other areas, particularly individual giving.

We believe there is significant untapped potential in individual giving. Our focus is therefore on developing and delivering a strategy that increases support from existing donors, while also identifying and building relationships with new supporters across the shipping industry and through appeals, campaigns and marketing. This work will be underpinned by exceptional, comprehensive donor stewardship.

Although MtS's work may be unfamiliar to some applicants, shipping is a fascinating industry, and the right candidate will find this role extremely rewarding. At the heart of our work are 1.89 million seafarers, each with their own story, and many with families who depend on their income. We offer friendship in the ports they visit, support for their families at home, and access to resources that provide mental and physical support 24/7. Seafarers are real people, often simply trying to build a better future for themselves and their loved ones. MtS's work changes lives: we have provided a much-needed hand of friendship in times of distress, shared moments of joy, and we know we have saved lives. There is no doubt you will be moved by seafarers' personal stories.

## Job Description

<b>Role:</b>	Senior Events Manager
<b>Department:</b>	Development
<b>Responsible to:</b>	Director of Development
<b>Other Key Working Relationships:</b>	Development Team Senior Management Team Regional Directors Fundraising colleagues Volunteer committees IHQ staff
<b>Job Purpose:</b>	<p>Work with Director of Development in building a sector-leading corporate events programme</p> <p>Take strategic approach to the events' programme, balancing the need for high profile, partnership-building events with participatory fundraising events</p> <p>Line manage an Event Manager and Event Coordinator</p> <p>As events may be delivered in any of our regions, some international travel is required</p>

## Principal Duties and Responsibilities

### Strategy

- Work with Director of Development to devise a cost-effective events' strategy
- Deliver a balanced portfolio of events which will engage the identified targeted audiences, including major donors, corporates and individual supporters with the purpose of profile-raising, fundraising and stewardship
- Assess the viability of events, ensuring a good ROI considering an appropriate balance of staff time and resources
- Assess and manage risks associated with all events to ensure MtS is not unnecessarily exposed to financial, practical, health and safety and/or reputational risk
- In collaboration with Director of Development, COO and Director of Finance, ensure the necessary insurances are in place for all events

### Corporate-focused Events

- Support Director of Development in delivering Board level events to garner corporate support
- Encourage industry partners to devise their own challenge events and in-kind events (e.g. bike rides, golf days)
- Our Corporate-focused events currently include the following:-

## Corporate-focused Events (cont.)

### *Adventure Race Japan*

- Responsible for delivery of this biennial, flagship challenge event (to be next held in 2027)
- With Development Director, raise MtS's profile to new audiences to raise exceptional sums (in excess of US\$1.85m gross was achieved from the 2025 event)
- Set, manage and monitor the complex event budget
- Liaise with operational and logistics experts in Japan (e.g. regarding accommodation, catering, transport and associated logistical requirements) using local volunteers to support with translation and cultural understanding
- Manage Corporate Executive Level Volunteer Committee (e.g. regarding allocation of duties, meeting agendas, minuting meetings and ensuring follow up of actions)
- Work in partnership with Senior Marketing Manager to:-
  - Develop marketing and communications strategy to encourage participation and sponsorship;
  - Manage event branding to ensure maximum profile and delivery of sponsors' benefits;
  - Oversee any development of the existing Adventure Race Japan website
- Responsible for invoicing and collecting of funds in a timely manner and ensuring accurate record keeping throughout the event

### *Royal Events*

- Liaise with Buckingham Palace for events involving our President, HRH The Princess Royal
- Responsible for delivery of events involving our President to an impeccable standard (e.g. Annual Festival of Nine Lessons and Carols; ad hoc events such as private dinners, port visits etc) including ensuring our President is suitably briefed in advance and that her needs are met during the event
- Manage bid process for our President's participation in events in consultation with Secretary General, Chief Operating Officer and Director of Development

### *Seafarers Awards Dinner, Singapore*

- Oversight of this key annual event (managed by the Events Manager) to ensure its successful delivery

### *Maritime Mountain Race (Switzerland)*

- Oversight of this new biennial event (managed by the Events Manager) ensuring delivery to a high standard and further developing the event for 2028

## Regional Events

- In line with MtS's Global Strategy, work with the Director of Development to devise suitable events to take place locally or regionally as required

## Budgeting

- With oversight from Director of Development, devise and manage a realistic events' budget, creating separate budgets for each event
- Manage recording of income, with assistance from the Data Team
- Raise invoices as required, ensuring payments are received in timely fashion
- Raise funds in line with budgeting expectations and agreed ROI parameters

## General

- Produce content for inclusion in Director of Development's Board reports
- Oversee building and maintenance of events' contacts database, including details of event participation
- Represent MtS at shipping events, drinks receptions and dinners as required

## Person Specification

### *Knowledge and Skills*

- Exceptional track record in events management and fundraising
- Strong experience of delivering successful high quality, complex fundraising events to a high professional standard and on budget
- Experience of delivering cross-cultural events is an advantage
- Experience of working on Royal events is desirable
- Experience of delivering multiple events simultaneously within agreed timescales
- Knowledge and practical experience of marketing events in a business context
- Able to balance a creative and solutions-focused approach with the commercial and practical reality of developing and delivering events
- Able to manage event budgets, ensuring expenditure is kept to a minimum to maximise ROI
- Able to anticipate and research legal requirements, seeking professional guidance as needed
- Excellent influencing and negotiation skills and the confidence and ability to 'make the ask'
- Strong interpersonal skills including networking
- Excellent written and verbal communication skills and a proficient presenter to small groups
- Ensure colleagues and sponsors are kept appropriately informed and engaged
- Able to quickly establish credibility and to deal confidently, diplomatically and competently with both internal and external stakeholders
- Excellent organisational and time management skills, able to successfully project manage events, whilst demonstrating flexibility where required
- Excellent attention to detail and the ability to employ strategies to deliver all aspects of an event to a high professional standard
- A supportive management style with the ability to mentor and coach others in the team and demonstrate good delegation skills, knowing when to offer support and guidance
- Strong working knowledge of managing events in compliance with health and safety requirements and other risk assessments
- Familiarity with the current Code of Fundraising Practice as laid down by the Fundraising Regulator as well as recent GDPR changes
- Excellent command of Microsoft Office - particularly Word, Excel and PowerPoint - and experience of using client databases such as Raiser's Edge
- Working knowledge of Project Management tools an advantage

### *Personal Qualities*

- Empathy with the work, purpose and values of The Mission to Seafarers
- A highly motivated self-starter
- Proactive and able to work under own initiative with minimum supervision whilst exercising good judgement with regard to leveraging expertise and knowledge of others
- Collaborative, inclusive and able to work as part of a team in contributing specific expertise
- Able to quickly develop productive working relationships
- Innovative and creative thinker, with solutions focus
- Open to exploring alternative approaches to create positive impact
- Shares ideas and encourages and is receptive to those of others
- Resilient and able to remain calm and measured in challenging situations
- Constructively challenges the status quo in seeking to improve upon and develop events
- Flexible in approach with the ability to adapt to changing priorities
- Strong work ethic, able to effectively manage multiple priorities and work to deadlines
- Demonstrates sound judgment, cultural sensitivity and political awareness
- Acts with integrity at all times and in the best interests of MtS
- Takes ownership and accountability for own work and that of the team, proactively seeking to learn and develop
- Empathetic, supportive and understanding with good self-awareness

## General Requirements

- Applicants must already have the right to live and work permanently in the UK.
- This role will involve international travel as well as some evening and weekend work (reasonable Time Off in Lieu provided).
- This job description should be treated as a guide to the duties that the post-holder is expected to perform. As a term of employment the post holder can be required to undertake such duties as are commensurate with his or her position.
- The Mission to Seafarers operates an Equality and Inclusion Policy. The post-holder will be expected to comply fully with this Policy in carrying out their duties.
- All employees are required to be aware of their responsibilities towards Health and Safety and Safeguarding and to adhere to the Health and Safety and Safeguarding Policies.
- All employees are required to be aware of their responsibilities towards the UK General Data Protection Regulation (UK GDPR) and to adhere to MtS's GDPR and Data Retention Policies.

## Terms of Appointment

<b>Location:</b>	London-based with some UK and international travel
<b>Hours of Work:</b>	Full-time, Monday to Friday, 9:00am to 5:00pm with some weekend and evening work required  MtS operates hybrid working and 1 day per week (Monday) must be worked in the office
<b>Remuneration:</b>	Salary in the range of £47,000 to £53,000, dependent on experience
<b>Annual Leave:</b>	25 days per annum plus Public Holidays
<b>Benefits:</b>	<i>Workplace Pension:</i> 7% employer contribution / 3% employee contribution <i>Life Assurance:</i> 3x base salary <i>Other:</i> Includes Employee Assistance Programme, retail discount vouchers, cycle to work scheme, free eye test, access to training and development opportunities

## How to Apply

To apply for this position, please submit your current CV along with a statement of no more than 500 (five hundred) words outlining your suitability for this position to [jobs@missiontoseafarers.org](mailto:jobs@missiontoseafarers.org) by **no later than noon on Thursday 23<sup>rd</sup> April 2026**. We regret that applications received after this deadline will not be considered.

First round interviews: Tuesday 5<sup>th</sup> or Wednesday 6<sup>th</sup> May 2026 (online)

Second round interviews: Monday 11<sup>th</sup> or Tuesday 12<sup>th</sup> May 2026 (in person in London)