



Job Description

Job Title: Events Lead

The Melting Pot, Scotland's Centre for Social Innovation, is looking for an Events Lead. This role is for someone who is highly organised, people-centred and commercially aware, with a knack for turning ideas into well-run, purposeful events. They're confident juggling logistics and relationships, comfortable working collaboratively with members, partners and colleagues, and motivated by bringing new audiences into a values-driven community. They will combine attention to detail with warmth and facilitation skills, and are excited by events that generate income, spark connection and reflect a strong social purpose. Flexible terms can be agreed.

Our vision: A society which has a vibrant, creative, resilient and effective social innovation community

Our mission: Is to stimulate and support social innovation

Our values in action: Respectful, practical, inspiring, transformational, connecting

Our standards of action: User-friendly, welcoming, clean and tidy, clear, efficient, responsive

Job Purpose:

The Events Lead is responsible for shaping, coordinating and delivering a programme of high-quality public and partner events that generate income and attract new audiences into The Melting Pot community. Working closely with the team, our members, partners and associates, the role ensures events are purposeful, well-run and aligned with our values. Member events are supported collaboratively, while the primary focus of the role is on the design, coordination and commercial success of external events.

Main Duties/Responsibilities:

- Lead on the design, coordination and delivery of income-generating public and partner events that introduce new audiences to The Melting Pot
- Work with the team to identify themes, formats and opportunities that align with our strategy, programmes and community
- Attract and manage event partners and sponsors, including shaping event propositions and maintaining relationships

- Support ticket sales and event promotion, working with the team to maximise attendance and reach
- Coordinate delivery with the team, partners and associates, supporting and co-facilitating events as needed to ensure high-quality, engaging experiences
- Support the team to deliver well-run, needs-led member events, providing structure, systems and event coordination where helpful
- Manage event logistics including budgets, schedules, spaces, suppliers, speakers and materials
- Gather feedback, attendance and income data to inform learning and future event development

Line Manager:

- Sam Ross

Hours per Week:

- 16 hours (includes evenings and potentially some weekends)

We are a Flexible Working Employer

Many of our staff work flexibly in different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we will work with you to find the best fit for you and the demands of the role.

Personal Qualities and Experience

Experience and Skills:

- Experience designing and delivering public or partner-led events, workshops or programmes
- Strong organisational skills with excellent attention to detail
- Experience of income-generating events, including ticket sales, sponsorship and partnerships
- Confidence working collaboratively with colleagues, partners and external contributors to host and support events
- Excellent communication and relationship-building skills
- Experience attracting new audiences to events or communities

- ❖ Alignment with The Melting Pot's values and commitment to inclusive, purpose-driven work

Desirable but not essential:

- ❖ Experience working with sponsors, corporate partners or funders
- ❖ Background in coworking, social enterprise, innovation or third-sector environments
- ❖ Familiarity with event booking, ticketing and CRM systems
- ❖ Experience working flexibly in a freelance or part-time role

Rewards & Benefits

- ❖ Annual leave 32 days (+ 1 day for every full year worked, max 5 extra days)
- ❖ Reduced working hours employer (full time hours 30/week)
- ❖ Employer pension contributions 4% (1% over minimum)
- ❖ Use of personal mobile phone, monthly allowance - £10 pro rata
- ❖ Flexible work employer
- ❖ Real Living Wage & Living Hours employer
- ❖ Annual pay review
- ❖ People management and engagement process
- ❖ Gender Neutral Period & Menopause Policy
- ❖ Gender Neutral Toilets
- ❖ Local business discounts