

Job Description

Job Title: Freelance 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 great 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.

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 creating, 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. The primary focus of the role is on the design, coordination and commercial success of external events, filling our space out of hours (evenings and weekends) and curating an impactful well attended public events programme.

Main Duties/Responsibilities:

-  Lead on the design, coordination and delivery of income-generating public events that introduce new audiences to The Melting Pot
-  Ensure the annual income target for events is met, through ticket sales and sponsorship
-  Work with the team to identify themes, formats and opportunities that align with our strategy to shape our public and partner event programme.

- Manage event partners, including shaping event propositions and maintaining relationships.
- Lead on identifying and maintaining relationships with event sponsors and building a network of sponsors who align with our values and purpose.
- Support the marketing and communications lead to maximise ticket sales, promote events and 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
- Manage all 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:

- We are looking for an event professional who has the capacity to take on up to 16 hours per week as a freelancer.

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.

This is a freelance role; we are happy to review this with the successful candidate after 6 months.

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

- A commercial mindset. 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
- Experience attracting and working with sponsors, corporate partners or funders
- Familiarity with event booking, ticketing and CRM systems
- Experience working flexibly in a freelance or part-time role

Rewards & Benefits

- Flexible work employer
- Real Living Wage & Living Hours employer
- People management and engagement process
- Gender Neutral Period & Menopause Policy
- Gender Neutral Toilets
- Local business discounts