

Events Coordinator



Hours of work: 21 hours per week

Term: 1 year fixed term contract (maternity cover) - start date 1 November 2026

Salary Band 3: £28,000 - £30,000 (FTE - pro-rated for hours)

Reporting to: Co-CEOs

Location: Bristol based

Open to self-employed/freelancers (at equivalent hourly rate)

Hybrid Working: Minimum 1 day per week working at our central Bristol office, with ad-hoc visits to our Avonmouth based storage plus attending various UK based events (some weekend working may be required)

Frank Water is a small but mighty international charity and social enterprise, working globally to ensure everyone, everywhere has access to resilient water resources for generations to come.

Since 2005, our charity has provided safe water, sanitation and good hygiene to over half a million people across communities in India, Nepal and Kenya. In the UK, alongside charitable fundraising events, our social enterprise works to educate and inspire people to change their behaviour and adopt a more sustainable approach to water through our festival refill service.



Purpose

Our Events Coordinator will support our mission through:

Coordinating the delivery of Frank Water's Festival Refill Service with the festival teams, partners and Frank Water staff, coordinators and volunteers

Supporting the planning and implementation of our calendar of social enterprise and charity events

Providing administrative support for fundraising events as well as social enterprise activity as and when required

An experienced Events Coordinator, you will be highly organised and proactive, a great communicator with strong attention to detail. You will work well in a small team and be process driven and experienced in delivering to a budget.

It is essential you have a passion for our cause and have previous event coordination and festival experience.

This is a fixed term contract role to provide maternity cover and wider support for our fundraising events.

Key responsibilities and duties

Events Coordination

- Support in securing Frank Water's Festival & Event Refill line up for the year and agreeing contract terms with festival organisers.
- Oversee the organisation and logistics of Frank Water's Festival Refill Service, liaising and negotiating with festival organisers and suppliers to ensure our trader requirements are adequately met and our refill equipment is maintained and compliant.
- Coordinate the refurbishment of our festival kiosks as well as the evaluation and development of alternatives.
- Ensure accuracy and compliance of event documentation e.g. risk assessments, insurance, site files and training documentation.
- With support from the wider team, recruit a core team of staff and volunteers to deliver Frank Water's Festival Refill season. Maintain regular communication with Frank Water's Festival Core Team & volunteers in the lead up to each festival, prepare volunteer briefings and draft staffing rotas.

- Work with the Co-CEOs to order and maintain sufficient stock and provision levels to service all events in our festival season and/or seek new product merchandise as required.
- Support the fundraising team in the planning and implementation of our annual calendar of events including, but not limited to Stand Up for Safe Water (paddle boarding challenge), corporate partner networking events, celebration dinners/exhibitions/drink receptions and weekend events and city based Melas.

Administrative

- Stock management for festivals and events
- Support the team in preparing for events, including loading and unloading of vehicles, moving stock and helping to keep storage areas organised (requires physical activity)
- Book transport for kiosks and manage logistics.
- Arrange annual PAT testing & servicing of refill equipment
- Support the fundraising team to manage event registration and delivery, attending occasional evening and weekend fundraising events and festivals as required.
- Support the team as required with specific supporter/CIC communications by telephone, email and social media.
- Make any necessary travel arrangements for the charity team as required.
- Formatting event materials in line with brand guidelines.
- Contribute to key organisational priorities and other tasks as required
- Support in improving systems and processes

About the candidate

The ideal candidate will already have experience in event management and festivals, having coordinated all areas of event delivery to ensure they run smoothly and to budget.

You will be highly organised and an excellent communicator, quickly building strong working relationships with internal and external stakeholders. You are self-motivated and solutions focused.

An excellent team player who enjoys working within small teams to motivate volunteers.

You'll already have a good understanding of income generation, with the ability to implement activities that maximise income for the charity and CIC.

It is essential you're passionate about bringing safe water to communities for generations to come and you will be keen to develop an understanding of all aspects of our work.

You will be Bristol (UK) based, but able to travel throughout the UK when required to attend events and festivals.

Key Skills & Abilities

- Process driven with excellent organisational and planning skills
- Great communication skills with a high degree of diplomacy
- Strong attention to detail in every area of your work
- Ability to develop strong relationships both internally and externally

Essential Experience & Requirements

- Previous event coordination experience
- Previous festival experience - in coordinator or voluntary roles
- Experience of supervising others, volunteers or interns
- Passion for Frank Water's cause and desire to develop an understanding of all aspects of our work
- Experience of working within a small organisation
- Flexible and willing to undertake travel in the UK, when necessary
- Bristol based
- UK driving license

Desirable Experience & Requirements

- Experience of working in the charity or festival sector
- Experience of working in international development or environment sector

How to apply

If you're interested in joining us in improving lives through safe & clean water and feel you have the skills to be successful in this role, then we want to hear from you!

To apply, please forward a CV and covering letter outlining why you wish to be considered for this role, to hr@frankwater.com by 9am on Monday 19th October 2026.



Please note we may close this vacancy early if we receive a high volume of applications, so early submission is encouraged, with first stage telephone interviews undertaken as and when applications are received.

In person interviews will be held on Wednesday 21st and Thursday 22nd October, with start date from w/c 2nd November.

Due to limited resources, we are unable to provide individual feedback to candidates who do not reach the interview stage.

We are pleased to be an equal opportunity employer, and applications will be considered without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, veteran status or age. We encourage all applicants.

Please contact us if you are unable to apply for any reason by CV and Cover Letter.



For any questions about the role please email hr@frankwater.com