



Job Advert – April 2026

Events Executive

Location: Edinburgh (hybrid working)

Salary: circa £27,000 per annum, depending on experience

Contract: Permanent, full-time

Reports to: Director of Philanthropy & Marketing

About Social Bite

Social Bite is a charity and social enterprise with a vision of a society where no one should have to be homeless. For over a decade, we've brought people, partners and communities together to challenge the status quo and pioneer solutions that create lasting change.

From supporting people to find a safe place to call home, to empowering people into employment, to providing free, fresh food to people experiencing homelessness or food poverty, our work is rooted in dignity, kindness and impact. Across flagship campaigns, fundraising events and community-led action, everything we do reflects our values of kindness, collaboration, dignity and impact, and our belief that lasting change is possible when people come together with purpose.

We're proud of our warm, inclusive and supportive culture, where people feel trusted, valued and encouraged to bring their whole selves to work, with a strong focus on wellbeing, balance and collaboration.

The Role

We're looking for an **Events Executive** to play a key role in delivering Social Bite's year-round programme of inspiring events and campaigns. This includes our much-loved Festival of Kindness, fundraising galas, social impact conferences, supporter events and high-profile partnerships.

This is a hands-on, varied role where no two days are the same. You'll support everything from planning and logistics to on-the-day delivery, working closely with colleagues, volunteers, partners, suppliers and supporters to ensure our events are welcoming, impactful and well run.

Some evening and weekend work is required during busy campaign periods, with time off in lieu planned in advance



What You'll Be Doing

Festival of Kindness & Campaign Events

- Supporting the smooth running of Trees of Kindness sites across Scotland (and occasionally wider UK)
- Acting as a central point of contact for staff and volunteers during campaigns
- Coordinating event materials, signage, welfare equipment and fundraising mechanisms
- Supporting volunteer coordination and communications with local charity partners
- Carrying out site visits and spot-checks to maintain high standards
- Managing event equipment inventory and storage

Fundraising Galas & Major Events

- Supporting planning and delivery of Social Bite's annual fundraising galas
- Liaising with venues, suppliers, talent and partners
- Coordinating logistics, transport, staff briefings and event materials
- Acting as a key on-the-day contact during live events

Other Events & Admin

- Supporting delivery of conferences, programme launches and supporter engagement events
- Contributing to event debriefs, evaluations and budget tracking
- Providing general support during busy fundraising and marketing periods

About You

Essential

- Experience organising and delivering events
- Strong organisation, time management and communication skills
- Excellent attention to detail and ability to juggle priorities
- Confident using Microsoft Teams, Excel, Word and PowerPoint
- Full UK driving licence and access to a car
- Willingness to travel across Scotland (and occasionally further)

Desirable

- Experience in the charity or third sector
- Awareness of fundraising regulation, GDPR and the Code of Fundraising Practice

You'll be proactive, solutions-focused and collaborative, with a genuine commitment to Social Bite's mission to end homelessness.



Why Work With Us?

Alongside meaningful, values-led work, we offer a competitive benefits package, including:

- Real Living Wage Employer
- Hybrid and flexible working
- Generous annual leave entitlement (plus public holidays)
- Time off in lieu for additional hours worked
- Pension scheme
- Health Cash Plan
- Employee Assistance Programme & counselling support
- GP24 access
- Death in Service benefit
- Free food in our Social Bite shops
- Staff discounts, Reward Gateway and partner offers
- Ongoing learning, development and leadership opportunities
- A welcoming, inclusive and dog-friendly office

Most importantly, you'll be part of a team that genuinely cares - about our work, each other and the people we exist to support.

How to Apply

To apply, please submit:

- Your CV, and
- A cover letter (applications without a cover letter will not be considered)

In your cover letter (maximum two sides of A4), please answer the following questions:

1. Why do you want to work as an Events Executive at Social Bite, and what about our work matters to you?
2. Tell us about a specific event you've helped deliver – what was your role and how did you ensure it ran smoothly?
3. This role involves balancing multiple priorities and working in busy campaign periods. How do you organise your time and look after yourself during high-pressure periods?

Please keep your cover letter to a maximum of two pages.

Please send your CV and cover letter to recruitment@social-bite.co.uk.

Closing date is Month 11th May 2026 at 12 noon.



Our Recruitment Process

Stage 1: Shortlisting based on CV and cover letter

Stage 2: Interview (taking place between 14th – 22nd May 2026)

We are committed to fair and inclusive recruitment and welcome applications from all backgrounds. We're happy to discuss reasonable adjustments at any stage of the process.

If you're excited about delivering events that bring people together, spark kindness and create real social change, we'd love to hear from you.