



FSU
FREE SPEECH UNION

The Free Speech Union
5th Floor
167-169 Great Portland St.
London W1W 7PF

FreeSpeechUnion.org

Events Coordinator

Location: London (Hybrid working, with regular travel across the UK)

Salary: £37,000–£43,000 per annum, depending on experience

Contract: Full-time, Permanent

Reports to: Director of National Engagement

About the Free Speech Union

The Free Speech Union (FSU) is a non-partisan, mass-membership organisation that exists to protect the speech rights of its members. We support individuals facing investigation, disciplinary action or cancellation because of something they've said or expressed lawfully. We also campaign to improve legal protections for free speech and promote a culture in which open debate and the free exchange of ideas can flourish.

As the organisation continues to grow, events play an increasingly important role in engaging members, attracting new supporters and promoting the FSU's work across the UK.

About the Role

We're looking for an experienced and highly organised Events Coordinator to plan and deliver a varied programme of high-quality events that showcase the Free Speech Union's work.

From debates, panel discussions and book launches to member receptions, conferences, regional roadshows and online events, you'll oversee every stage of event delivery – from initial planning through to post-event evaluation.

Working closely with colleagues across the organisation, you'll ensure every event is professionally delivered, well attended and provides an excellent experience for members, speakers and guests.

This is a hands-on role suited to someone who enjoys managing multiple projects, solving problems and delivering events to a consistently high standard.

Key Responsibilities

- Plan, coordinate and deliver a programme of in-person, hybrid and online events across the UK.

- Research, source and negotiate with venues, suppliers and contractors to secure the best value and quality.
- Manage all event logistics, including venue bookings, catering, audiovisual requirements, accessibility, accommodation, travel and event materials.
- Coordinate speakers, panellists and VIP guests, managing invitations, briefing packs, schedules and hospitality.
- Arrange travel and accommodation for staff, speakers and guests where required.
- Manage event registration systems, ticketing platforms and attendee communications.
- Work closely with the communications team to promote events through email, social media, the FSU website and other marketing channels.
- Support membership engagement by ensuring events provide an outstanding experience for attendees.
- Recruit, brief and coordinate volunteers or temporary staff for larger events where required, such as manning exhibition stands at conferences.
- Maintain positive relationships with venues, suppliers and external partners.
- Monitor event budgets, process invoices and help ensure events are delivered within budget.
- Produce post-event reports analysing attendance, engagement, feedback and lessons learned.
- Ensure all events comply with relevant health and safety, security, safeguarding and data protection requirements.
- Be willing to travel throughout the UK and work evenings and weekends to support events.

About You

You'll be an enthusiastic organiser who thrives in a busy environment and enjoys bringing people together through well-executed events.

You'll have excellent organisational skills, strong attention to detail and the confidence to work with senior stakeholders, speakers and suppliers alike.

Above all, you'll be motivated by the opportunity to contribute to an organisation that defends one of the UK's most important freedoms.

Essential Criteria

- Proven experience planning and delivering successful events from conception to completion.
- Excellent organisational and project management skills with exceptional attention to detail.
- Strong written and verbal communication skills.
- Experience managing multiple priorities and meeting deadlines in a fast-paced environment.
- Confidence dealing professionally with senior speakers, venues and external suppliers.
- Strong administrative skills and proficiency with Microsoft Office.
- A proactive, flexible and solutions-focused approach.
- Willingness to travel across the UK and work evenings and weekends.
- An understanding of, and commitment to, the Free Speech Union's mission.

Desirable Criteria

- Experience working within a membership organisation, charity, think tank or campaigning organisation.

- Experience using event management platforms such as Ticket Tailor or Eventbrite.
- Experience using Zoom Webinar, Microsoft Teams Webinar or similar online event platforms.
- Experience with Mailchimp, Canva or CRM systems such as Salesforce.
- Experience managing event budgets.
- Existing contacts within politics, journalism, academia and the voluntary sector.

What We Offer

- The opportunity to play a key role in the UK's leading free speech organisations.
- A collaborative, ambitious and mission-driven team.
- Hybrid working arrangements.
- 8% employer pension contribution.
- Generous annual leave entitlement.
- BUPA private healthcare.
- Opportunities to travel and work on high-profile national events.

How to Apply

Please send your CV together with a covering letter (no more than one page) explaining why you're interested in the role and how your experience meets the requirements to jobs@freespeechunion.org.

Please include “**Events Coordinator**” in the subject line of your application.