



Events and Partnerships Officer

(with an opportunity to be appointed to, or progress to Business Development Manager)

Recruitment Pack, Spring 2026

Thank you for your interest in the position of Events and Partnerships Officer. This pack is intended to provide all the information you need to decide whether you wish to apply for this role. If you have further queries, please contact our UK Operations Manager, Beverley Gormley, at beverley@heritagenetwork.org.uk

Equality and Diversity

Heritage Network recognises the value that people from all backgrounds bring to the heritage sector and our organisation. It is important that the way we provide advice about community heritage regeneration reflects the diverse histories, cultures and interests of the localities in which we work. A diverse, representative workforce, where views are valued and championed, will enable us to achieve this. Heritage Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to enable you to fulfil the role.

How to apply

1. Read the information in this pack in full.
2. Complete the [online application form](#) by 12 noon on 30th March 2026. If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5212513>

If completing the online form presents a problem for you, please get in touch.

This post has been made possible thanks to funding from the National Lottery Heritage Fund.

Recruitment timetable

Dates	Details
Deadline	12.00 noon, 30 th March 2026
Shortlisting	31 st March – 7 th April 2026
Interviews (online using Zoom)	Week commencing 13 th April 2026
Unsuccessful interviewees notified and successful candidate appointed	By 20 th April 2026





Summary of employment details

Job Title:	Events and Partnerships Officer (with opportunity to be appointed or progress to Business Development Manager)
Salary:	£30,900 p.a. (up to £36,000 for exceptional candidates who can fulfil the Business Development Manager role)
Hours:	full time (37.5 hours per week) with a 3-month probationary period
Reporting to:	UK Operations Manager
Holidays:	25 days per year plus 3 days shutdown between Christmas and New Year and all public holidays in the UK nation where the post is based
Pension:	as per statutory auto-enrolment requirements
Location:	Working from home or from an agreed shared workspace anywhere in the UK

About the Network

Bringing historic buildings and spaces back to life brings joy to so many people. It restores local pride and identity and creates jobs, workplaces, visitor attractions, educational facilities, arts venues and more. By reusing existing buildings our members are retaining embodied carbon and challenging the notion that regeneration means demolish and rebuild. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK.

The Heritage Network is the membership body for community organisations, charities and social enterprises that are saving, restoring and managing historic buildings, parks, gardens, canals and railways. Our membership includes both organisations specifically set up to save heritage sites and community organisations that deliver other types of services who have chosen to operate from historic buildings and spaces. We also welcome individuals, businesses and local authorities that support local heritage action. Together we organise conferences, site visits, meetings and online resources where we can network and learn from each other and meet experts and funders.

We...

- Encourage people to get involved in saving local heritage buildings and places by forming new community organisations or working through existing ones
- Support these organisations to restore and reuse local heritage by providing information, advice, training, networking and peer-to-peer learning
- Champion the work and raise the visibility of community heritage organisations and highlight the range of public benefits they provide
- Advocate for a legislative, policy and funding environment that facilitates grassroots action for heritage.
- Promote diversity and inclusion in the heritage sector.





The Network is growing and currently has over 1,000 members and a staff team of 11. The staff are currently:

David Tittle, Chief Executive

Vicki Cox, Membership and Digital Manager

Beverley Gormley, UK Operations Manager

Sarah Pearce, Development and Outreach Manager

Izabella Maar, Development and Outreach Officer for Wales and Conference Organiser

Charlotte Tomlinson, Development and Outreach Officer for England

Beth Crockett, Marketing and Communications Officer

Sophie Bodenham, Heritage Trainee (England)

Phoebe Shanley, Heritage Trainee (UK)

Samya Kelly, Heritage Trainee (Scotland)

Fran Healey, Finance Officer

New Heritage Trainees for England, Scotland and the UK will be starting in April.

We are also currently recruiting for the post of Development and Outreach Officer for Northern Ireland

The Network is governed by a board of directors which currently consists of twelve people drawn from our members and other professionals working in the field.

About Essential Networks

This role is being created as part of the Essential Networks, a major development and resilience project that started in November 2024 and will run to March 2029.

With a £1,364,588 grant from The National Lottery Heritage Fund, we aim to empower thousands of people, from a wide range of backgrounds, throughout the UK to come together to rescue and reuse historic sites for the benefit of their communities. We want to take Heritage Network to the next level of effectiveness and resilience with the staff team, digital infrastructure and financial sustainability it needs to:

- provide a comprehensive programme of support, expertise, information, peer-learning and networking for all those working on local heritage regeneration.
- effectively celebrate, support and promote the importance of community-led heritage for sustainable regeneration.
- develop complementary networks of supportive businesses, local authorities and individuals.
- enable young people to participate fully in the community heritage sector.

This will enable hundreds more community organisations to successfully save and re-use the buildings and spaces their communities love and build a more resilient Network that is able to develop this work into the next decade.





We will develop a new member portal and website creating a single place for community heritage organisations to interact with the Network, access information and advice and renew memberships. Initiatives, such as learning programmes, organisational health checks and an expert panel will provide new ways for community heritage organisation to become more effective and resilient. Outreach to marginalised communities will make the community heritage sector more diverse and inclusive.

Who you are

You have experience in community heritage, culture and regeneration. You have a background in social enterprise and/or the development of income-earning services within the context of a heritage, culture or membership organisation. You have experience of planning and delivering events that generate financial surpluses. You are financially and digitally literate and able to communicate a product or service offer and to pitch a proposal to prospective customers.

You are a self-motivated and hard-working team member who is committed to equality, diversity and inclusion. Team spirit and excellent customer service runs throughout everything you do from timely communication with colleagues, to the satisfaction of a job well done when organising events, building partnerships and attracting members and new stakeholders. You are a natural people-connector and your interest in regeneration, heritage and sustainability in the built and natural environment is evident, as is your drive to improve Heritage Network's long-term resilience.

To be appointed as Business Development Manager we will expect you to be confident, based on direct experience, that you can 'close deals' to secure sponsorship income and other commercial partnerships and that you can lead the development of proposals to local authorities and other agencies to deliver commissioned projects.

Role

This is an important role within Essential Networks, a major development and resilience project for Heritage Trust Network, our members and UK heritage. An approved purpose of the project is:

Progress on increasing and diversifying earned income and improving long-term financial resilience and sustainability.

The Network's trustees and staff have agreed an ambitious business plan which builds on its existing strengths. The Events and Partnerships Officer will develop key elements of the Network's earned income to a level where it is making a substantial net contribution to the organisation. They will be responsible for organising and developing the Network's income earning events (excluding Conference), securing income from contracts (for example with local authorities), and for growing, and securing greater income from, our business, local authority and individual membership. This is a demanding role and, while the post holder will receive support from colleagues, they will be expected to undertake hands-on activity (for example to organise events) as well as operating at a strategic level. Note that the Network offers a wide variety of learning and networking events; this post is only concerned with those events which, while still delivering our charitable objects, aim to make a significant net financial contribution to the organisation.





The Business Development Manager role if appointed, will carry the additional responsibilities of securing substantial business sponsorship and commercial partnerships, developing new income-generating member services and developing our donation income. If not appointed immediately this could be a progression route for someone initially appointed as Events and Partnerships Officer.

Key responsibilities

1. Working with the UK Operations Manager and Chief Executive develop annual work plans to deliver the outputs and outcomes of the business plan.
2. Develop, organise and host a programme of income-earning events, including learning and networking events, study tours and visits and 'trade fair' type events targeted at markets likely to deliver higher ticket revenues.
3. Research opportunities to deliver projects for organisations, such as local authorities, regeneration partnerships and Government agencies. Proactively promote the Network to these markets, systematically scan for invitations to tender, initiate discussions. Where appropriate explore collaboration opportunities with Partner and Network members. Work with colleagues to draft and submit proposals.
4. Act as the first point of contact for our Partner members (businesses) and, working closely with the Membership and Digital Manager and the Marketing and Communications Officer, undertake activities to recruit them and ensure they are retained. This will include developing and hosting a heritage business network and sharing invitations to tender with them.
5. Working closely with the Membership and Digital Manager, undertake activities to recruit local authority members and ensure they are retained, including developing and hosting a local authority network.
6. Working closely with the Membership and Digital Manager, develop and expand our Supporter membership class (individuals), including recruitment and organising activities to appeal to them.
7. Act as the point of contact and liaison to ensure the needs of sponsors and exhibitors at Conference and other events are met.
8. Work with any freelance consultant appointed to secure sponsorship income to ensure that sponsors receive the benefits that have been agreed with them.
9. Co-ordinate collaborative working groups of staff and trustees to further develop the Network's business activities including formal training programmes, additional member services and services for other organisations.
10. Work closely with the Marketing and Communications Officer to ensure all activity you have responsibility for is effectively promoted according to the Network's agreed processes.
11. Liaise with all Network staff to ensure co-ordination and complementarity of business development work with funded Network activity.





General responsibilities

12. Work as a conscientious and supportive member of the Network team, covering for colleagues and enabling them to work efficiently and to cover for you by carrying out your duties in an open and transparent manner.
13. Consistently use the Network's agreed digital systems including the Network's CRM, internal calendar system, digital file storage system, events management systems and progress tracking documents.
14. Ensure your activities deliver the Strategy and Business Plan.
15. Ensure that all Network activities and communications to members are accessible, inclusive and of a high standard.
16. Represent Heritage Trust Network at online and in-person events.
17. Follow Network policies and procedures.
18. Help to champion the rescue and reuse of historic sites across the UK for community benefit, particularly by charities, social enterprises and community organisations.

If appointed as Business Development Manager

1. Promote and secure significant business sponsorship and commercial partnerships for a range of Network events, publications and projects (this replaces 8 above).
2. Working with other staff and trustees, further research and analyse the scope for additional income-generating member services and implement agreed plans. (this replaces 9 above)
3. Develop and initiate plans to secure significant donation income



Person Specification

Essential	Desirable
Experience	
Experience relevant to this role which might include: • Business development in the community heritage, culture or regeneration sectors • Developing and delivering profitable events and/or learning activities • Developing and delivering consultancy services • Developing a membership organisation Experience of successfully working as part of a team	Experience across a range of activities relevant to this role Experience of roles that involve working at different levels; strategic, managerial and operational Experience of using *CRM, *CMS and social media
To be considered for the Business Development Manager role: Experience relevant to this role including: • Negotiating and securing sponsorship and other commercial partnerships • Leading the development of proposals for commissioned projects.	
Knowledge and skills	
Understanding of the heritage, community and regeneration sectors Ability to assess and improve the profitability of events and services Good interpersonal skills with the ability to work with a diverse range of people Good organisational skills including the ability to keep detailed records A good level of digital skill and confidence.	Willingness to work at different levels; strategic, managerial and operational Good verbal and written communication skills including the ability to adapt communication styles to a variety of circumstances Demonstrable commitment to heritage, community development or another area relevant to this role Marketing skills relevant to a membership, learning or consultancy context

**A CRM is a digital 'customer relationship management' platform that helps us to manage our interactions with members, potential members and other stakeholders. CMS is 'content management system' which is software that helps users create, manage and modify content on a website. We currently use the platforms Salesforce and Sanity.*