



Special Events Officer (Maternity Cover)

Job Pack

April 2025

Letter from the hiring manager

Dear Applicant,

Thank you for your interest in joining Pratham UK. This is a genuinely exciting time to become part of our team. We are in a period of sustained growth: prior to the pandemic, Pratham UK raised around £500,000 annually, primarily through our gala. This year, we expect to raise £2.2 million, with ambitions to reach £4 million by the end of the decade.

Our work supports the Pratham Education Foundation, one of India's largest education NGOs. Pratham's core programme has been recognised by the World Bank, UNICEF, and the FCDO as the leading intervention for helping children in low- and middle-income countries acquire foundational reading and maths skills. In collaboration with Nobel laureates Abhijit Banerjee and Esther Duflo, we have developed a model that enables us to teach a child to read and do basic maths in just 30 days for £14. In 2024, our sister charity Pratham USA raised \$30 million, with a further \$28 million raised in India, allowing us to reach over 500,000 children in 10,000 communities each year, and an additional 5 million through state government partnerships

The highlight of our fundraising calendar is our annual gala, which this year will be held at the V&A Museum on 13th November. The successful candidate will work closely with the Director of Philanthropy to deliver this flagship event. Rory Bremner has been confirmed as our MC, and we anticipate announcing a high-profile keynote speaker and entertainment soon. In addition to the gala, you will play a key role in supporting a range of other events throughout the year.

Pratham UK is a fully remote, virtually paperless, and flexible organisation. However, for this role, we are seeking someone within commuting distance of London, as in-person attendance at key events, site visits, tastings etc. will be required. Please note that this is a maternity cover position from 1 June 2025 to 30 June 2026, and we are unable to sponsor a work permit for this role.

I look forward to receiving your application and to the opportunity to work together to deliver impactful events that support education for millions of children.

Best wishes,

Tijana Milosevic

Director of Philanthropy

Basic information

Job title: Special Events Officer (Maternity Cover)

Responsible to: Director of Philanthropy

Responsible for: None

Hours: Full-time (35 hours per week)

Salary: £26k – £30k. You will also receive £26 a month tax-free home working allowance

Contract length: 13-month maternity cover from 1 June 2025 to 30 June 2026

Pension: Employer 4.5% if the Employee contributes 5% after three months

Holidays: 25 days + 8 Bank Holidays

Location: Fully remote but ideally with easy access to London.

Closes: 23.59 on 5th May 2025

Interviews: The First round of interviews will be held on 8th May. There will be a task in the first round. There may be a second round the following week.

Pratham UK is an equal opportunities employer that actively promotes diversity and strongly encourages applications from within Black, Asian and Minority Ethnic communities and under-represented groups.



About the Pratham Network

Pratham UK supports the **Pratham Education Foundation**, one of the largest education NGOs in India. Pratham uses cost-effective, scalable solutions to close education gaps, reaching millions of children annually.

In the words of Nobel Laureate Abhijit Banerjee, *"Pratham's impact on the lives of millions of kids has been tremendous; it is quite simply an exceptional, best-in-class organisation that has managed to scale across India."*

Our Key Programmes:

- **Teaching at the Right Level (TaRL):** Helping children catch up on lost learning.

<https://www.youtube.com/watch?v=LEOavri3e0w> This has been recommended by the What Works Hub for Global Education as one of just three [smart buys](#) for education in developing countries and has been subject to [multiple RCTs by JPAL](#).

- **Second Chance Programme:** Supporting women to complete secondary education.

<https://www.youtube.com/watch?v=Z9On8kB-DJg&t=1s>

- **Vocational Training:** Preparing young people for skilled employment in eight trades.

https://youtu.be/j7bamnK_vcg?si=PnWgCaWJTKaPYKWI

- **Early Childhood Development:** Focusing on school readiness.

https://youtu.be/S-FJFaScedI?si=a5Gf76Bwsl1_0bxT

- **The ASER Report:** Estimates the learning levels of children in every district of India.

<https://youtu.be/RrocqIrEXwk?si=a6MCSPhhe5Jmw2mE>

Pratham's work has been recognised globally, winning awards such as the Kravis Prize and the Yidan Prize for Education.

Pratham International has recently been launched to take the programmes developed in India across the developing world.

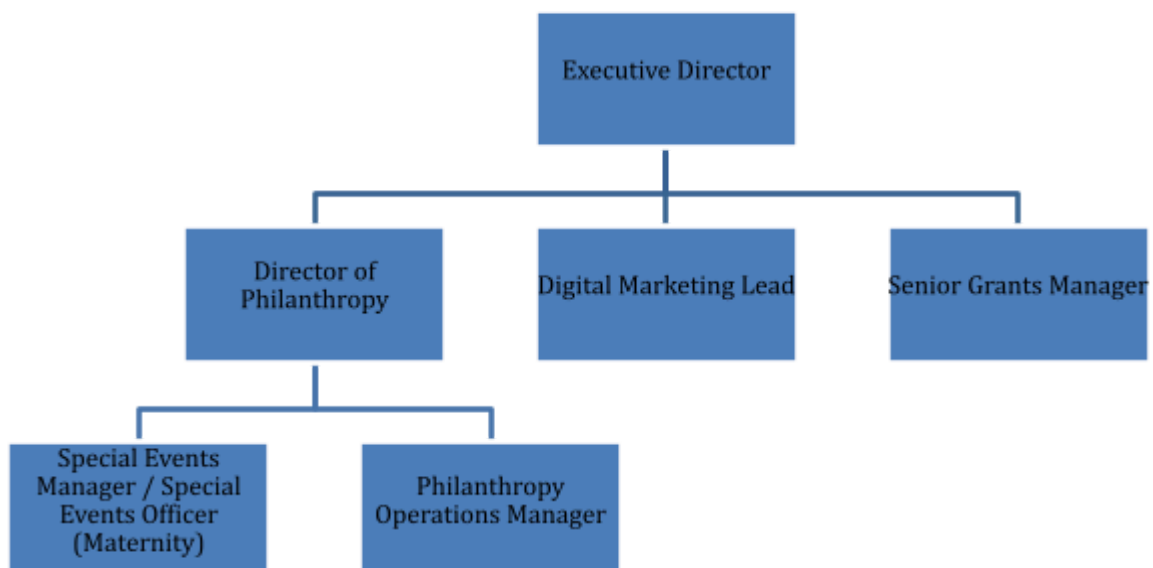
TaRL Africa is a joint venture between Pratham and JPAL to take the TaRL method to sub-Saharan Africa.

Pratham USA, Pratham Sweden, Pratham Australia, Pratham Canada and Pratham UAE all raise funds from the Indian diasporas in their countries, with the exception of Sweden which has a different model. Pratham USA is significantly more developed, raising around \$30m annually. Pratham Education Foundation raises over \$20m each year in India, primarily through Indian CSR contributions.

About Pratham in the UK

Pratham UK is predominantly a fundraising and advocacy organisation. Historically we have had fantastic support from some hugely successful people of Indian origin, largely from north London. In the past, almost all of Pratham's income came from a high end gala each autumn, and prior to the pandemic we raised around £500k each year this way. Since then we have been building out the team and with it our income. Our team has grown from two people to six in the last three years and we expect to raise £2.2 million this year, with a goal of reaching £4 million by the end of the decade.

We have remained home-based but occasionally meet in London and our events are centred there. We invest in people, with significant spend on training courses and most staff have visited our work in India and some have attended the Pratham USA bi-annual conference.



The Role

Job Overview:

The Special Events Officer will work closely with the Philanthropy and Special Events team to deliver a diverse range of events that support Pratham UK's strategic objectives.

Most importantly, this role will coordinate our annual Gala with the Director of Philanthropy and other team members. The gala serves as the pinnacle of our fundraising efforts, representing a major source of income for sustaining our work in India. Beyond its financial significance, the Gala plays a vital role in spotlighting our mission and rallying support from our community.

We also want to prioritise smaller events designed to cultivate and nurture relationships with both new and existing donors. These intimate functions provide invaluable opportunities for meaningful dialogue and connection, ensuring continued support for our cause. In line with that, the post holder will coordinate a small event at the House of Lords in September as Pratham celebrates our 30th Birthday.

We are looking for a candidate with fair experience and understanding in event planning with a focus on high-net-worth and high-profile audiences. This role requires a person with excellent project coordination skills, a strong attention to detail, and a passion for delivering successful events. This is a great opportunity for someone to further develop their special events skills and learn about this aspect of giving in the charity sector, while supporting the team with other initiatives, as outlined in the key responsibilities below.



Key Responsibilities:

- Coordinate an annual calendar of large and small events, with the philanthropy and special events team, including the most important event for Pratham UK, our annual Gala event that will be held at the Victoria and Albert Museum in London in November this year. For more information, see: [Attend our Gala | Pratham UK](#).
- Work closely with the philanthropy and special events team and collaborate with senior management team, including Board members and Gala Committee members, and other colleagues in the UK, US and India, to coordinate event objectives, budgets and successful delivery of the events.
- Coordinate end-to-end event planning process, including venue and production management, vendor coordination, budget tracking, guest list management, live and silent auction management, volunteers management, and other activities in line with the events project plans for all small and large events with the support of the wider team.
- Work hand in hand with the events and philanthropy team members and other colleagues to cultivate relationships with donors, sponsors, vendors and volunteers to maximise support and success of all events. Work closely with the marketing and communications team to promote events through various channels, including social media, email marketing, press releases and printed materials. Our US partner, Pratham USA, runs around 12 galas a year and videos and gala branding are shared.
- Manage post-event activities, including collecting payments from supporters, thanking guests, and creating evaluations to measure the success of each event, identify areas for improvement and report on key metrics to senior management.
- Deliver our 30th Birthday event at the House of Lords in September.
- Support the team with the newly implemented Chai and Chat initiative, a new fundraising campaign to raise money for our cause from the community, that will involve the coordination of this initiative with individual supporters and potentially employees at various companies.
- Coordinate the Future Leaders initiative for the charity that involves the organisation of the Future Leaders events, communication with guests and members, and coordination of the initiative with the Committee. For more information, please visit: [Join our Future Leaders | Pratham UK](#).
- Stay informed about industry trends, best practices, and legal/regulatory requirements related to fundraising events and incorporate new ideas and strategies into event planning efforts.

Required Skills and Experience

- Fair experience in event management, preferably in the non-profit sector.
- Strong project coordination skills, with the ability to multitask, prioritise workload and meet deadlines in a fast-paced environment.

- Excellent communication and interpersonal skills, with the ability to build relationships and engage with a diverse range of stakeholders.
- Creative thinker with a keen eye for detail.
- Excellent organisational skills and ability to learn quickly.
- Problem-solving skills, ability to troubleshoot quickly, and ability to make decisions.
- Proficiency in Microsoft Office and event management software/tools.
- Fair knowledge of fundraising principles and practices, including donor stewardship and relationship management.
- Ability to work evenings, weekends, and irregular hours as required by event schedules.
- Commitment to learning and self-development.

Desirable Skills and Experience

- A demonstrable interest in our area of work.
- A fair understanding of the charity sector.
- A basic understanding of safeguarding and data protection– further training will be required.

How to apply

To apply, please send your CV and a short note (maximum two pages) highlighting your key skills and why you want to work for Pratham UK to jobs@pratham.org.uk with the job title in the subject line. We recognise that most people will not have experience of everything listed, the right candidate will have many of them, but also the attitude that you can be proactive and work things out.

Please confirm where you plan to be based during this contract. Those within commuting distance of London will be prioritised. Also confirm that you have the right to work in the UK for the whole duration of the contract.

If you have any questions about this role then please contact the same email address.