



Events Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We're currently looking for a creative, organised, and people-focused individual to join our team as Events Officer. As Events Officer, you'll be part of the Talent Team. You'll be responsible for organising key events, from our annual Summit in London to virtual socials and ensuring that our team experiences reflect the energy and inclusivity of our mission. You'll work closely with **Mika**, our **Global Director of Talent & Culture**.

Responsibilities include:

- Planning and delivering Project Access's annual Global Summit in London, attended by 150+ team members
- Organising virtual and local social events throughout the year to foster community and team spirit
- Supporting the design and coordination of recruitment-related events, such as info sessions or welcome calls
- Collaborating with teams across Project Access to provide event support for internal or external initiatives (e.g. workshops, speaker panels, launches)
- Coordinating event logistics, communications, and post-event feedback to ensure smooth and meaningful experiences

The ideal applicant is...

- An excellent communicator, comfortable working across time zones and coordinating with a remote team
- Highly organised, able to manage multiple event components and timelines with confidence
- Creative and enthusiastic about bringing new ideas to improve team experiences
- Friendly, people-oriented, and happy to engage with a diverse range of team members

You will get...

- A chance to shape internal culture and build meaningful experiences for a global volunteer team
- Opportunities to connect with Project Access alumni and expand your network across fields
- Ownership of your work and the flexibility to pursue new ideas within the Talent & Culture space
- Real experience in event planning, internal communications, and community building
- Access to a global community of talented, ambitious, and purpose-driven students
- A direct role in supporting the people behind Project Access and its mission
- A direct impact on the Project Access community and its mission

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Mika, Global Director of Talent and Culture (mika.sprenger@projectaccess.org).