



## **EventWell – Grant Funding Coordinator (Freelance)**

**Role:** Grant Funding Coordinator (Freelance)

**Hours:** Approx. 4 hours per week (flexible)

**Rate:** £18–£20 per hour

**Location:** Remote

**Contract:** Freelance / Self-Employed (Outside IR35)

### **About EventWell**

EventWell is a UK not-for-profit social enterprise leading the way in neuroinclusive and wellbeing-led events. We design and deliver sensory-safe spaces, mental health first aid support, and neurodivergent-friendly environments at conferences, exhibitions and festivals.

Our work focuses on creating safer, calmer event environments while reinvesting our net profits into community projects, including permanent quiet and sensory spaces for schools and community settings.

We are looking for a Grant Funding Coordinator to support the identification and application process for grants and charitable funding that aligns with EventWell's mission and programmes.

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### **Role Overview**

This role supports the research, preparation and administration of grant funding opportunities for EventWell. The successful candidate will help identify relevant grant opportunities and assist with preparing and coordinating applications.

This is a practical, organised role suited to someone with an interest in the charity, social impact or fundraising sector.

## Key Responsibilities

### Grant Research

- Research grant opportunities from trusts, foundations and public funding bodies
- Identify grants aligned with EventWell's work in neurodiversity, mental health, education and community wellbeing
- Maintain a funding opportunity tracker with deadlines and requirements

### Application Support

- Assist in drafting sections of grant applications
- Prepare supporting information and documentation
- Coordinate information required for submissions

### Grant Administration

- Manage application timelines and submission deadlines
- Maintain a simple grant pipeline tracker
- Record outcomes and feedback from applications

### General Support

- Flag suitable funding opportunities to the EventWell leadership team
- Help organise information required for grant reporting where needed

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## What Success Looks Like

Within the role we would expect:

- A clear and organised **grant opportunity tracker**
- Identification of **relevant funding opportunities**
- Preparation of **1–2 grant applications per month** where appropriate
- Good organisation of deadlines and documentation

## Skills and Experience

### Essential:

- Strong organisational skills
- Good written communication
- Research and information-gathering ability
- Ability to work independently and manage deadlines

### Desirable:

- Experience with charity fundraising or grant applications
- Interest in neurodiversity, mental health or social impact
- Experience working with small charities, CICs or social enterprises

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## Working with EventWell

EventWell works with a neurodivergent-led team and values calm, supportive and inclusive ways of working. We welcome applications from neurodivergent individuals and those with lived experience aligned with our mission.

This role is a freelance engagement and applicants must be registered as self-employed or operating through a limited company.