

LandAid

LandAid SleepOut 2023

Thursday 2 – Friday 3 March

Event Manager Job Pack



LandAid SleepOut – Event Manager

FTC – 24 Hours, £25 Per Hour

On Thursday 2 March, property professionals will brave one night outside, to raise money for young people facing homelessness across the UK. Although the SleepOut is nothing like sleeping rough, it will give those that take part a small insight into what so many young people face, every night.

Role overview

The LandAid SleepOut is the charity's flagship event. This year there will be 7 events, all held on the same night, Thursday 2 March 2023.

LandAid has secured 7 venues across England to hold the events. We're looking for 4 experienced Event Managers to take the lead on the night, being a first point of contact for members of the LandAid team, venue hosts, volunteers, and event participants. This will be a long night - but a rewarding experience, in which you will take a leading role in an event which aims to raise £600,000 to help end youth homelessness across the UK.

About LandAid

Our Vision:

An end to youth homelessness in the UK.

Our Mission:

Every year, thousands of young people in the UK find themselves homeless.

It's a problem that we're here to tackle.

We bring the property industry together to support charities delivering life-changing services for young people who are or have been homeless, or who are at risk of homelessness in the future.

Through a unique network of corporate partners, we invest funding and expertise where we can achieve lasting impact.

Together we can end youth homelessness.

Our Values:

- We're Ambitious
- We're Responsible
- We're Tenacious
- We're Inclusive
- We're Creative

LandAid SleepOut

Now in its fifth year, the LandAid SleepOut has continued to grow and develop, from one venue in 2018, to a virtual event in 2021 due to the pandemic, to our biggest event yet in 2022, when over 800 property professionals participated in one of 6 venues around England, or virtually from home, on the same night, and raised over £560,000.

This year, we're aiming even higher, by continuing with last year's hybrid model, and introducing a 7th venue in Glasgow – our first ever Scotland SleepOut. We aim to have 1,000 participants, raising over £600,000 for young homeless people across the UK.

Our 7 SleepOut locations are:

- Birmingham: Alexander Stadium
- Bristol: The Galleries Car Park
- Cambridge: Cambridge Rugby Club
- Glasgow: Buchanan Galleries Car Park
- Leeds: TBC
- London: TBC
- Manchester: Sale FC

We're looking for Event Managers for all of the SleepOuts - with the exception of London.

Rough Timeline for the Evening (subject to change, although start & end timings are fixed)

- 4pm - 6.30pm - Event Setup
- 6.30pm Volunteers Arrive & Briefing Given
- 7pm - 8pm - Participants Arrive
- 7pm onwards - Bed Building Competition
- 9.00pm - 11pm – Speeches and networking
- 11pm - Lights Out
- 6am - Participants start to wake up
- 7.30am - Breakfast served and clear up begins
- 9am - All participants off site.
- 10am - All staff off site, clean up complete.

Event Manager Role

At each SleepOut you will be supported by LandAid staff members & volunteers. It is likely that you will need to be awake for the majority of the event. There will also be a First Aider on site throughout the event.

- First point of contact for all stakeholders on the night: Venue Managers, LandAid staff, event volunteers, and participants
- Oversee the setup of the event, working with the venue to access power points, water etc.
- Briefing support team (LA Staff and Volunteers) on their roles for the evening
- Ensuring all signage is safely installed
- Health and safety - ensuring all walkways are kept clear throughout the event
- Following the event plan to make sure everyone knows where they need to be and when, and ensure all activities run to schedule - speeches, lights out etc.
- Overseeing clear up and clear out on the Friday morning, ensuring all equipment is properly packed up, rubbish and recycling disposed on. LandAid should 'leave no trace' at any venue.

Experience

- Experience in hands-on management of mass participation events
- Confident to take the lead and direct volunteers and some LandAid staff
- A good understanding of health and safety measures required at a public events
- Ability to solve problems that arise quickly, calmly and efficiently – alerting LandAid and the venue team if necessary.

Health and safety:

- The venue is intentionally cold and exposed to the elements
- Participants are provided with a kit-list prior to the event and 2 pieces of cardboard to sleep on
- This will be a long night and you will need to be on site - and awake - for the duration of the event
- A first aider and security will be onsite in each venue.

What we'll do for you:

- You will be invited to attend two event briefings prior to the event. These will be held online and will give you a chance to meet the team and ask any questions
- A full event plan and brief will be provided
- One of the LandAid Event Team will be available to you throughout the event to contact by telephone in case of emergency
- Representatives from LandAid (at least 2) will be in attendance to support until 11pm, and back on site the following morning
- Dinner (pizza) and breakfast (tbc) will be provided. Hot drinks and snacks will be available throughout the night

- You will be provided with LandAid merchandise – a t-shirt, hoody and coat.

Time Commitment

- 24 hours in total
- Event briefing 1 (3 hours): Tuesday 14 February - 2.30 - 5.30pm - online
- Event briefing 2 (3 hours): Thursday 23 February - 2.30pm - 5.30pm - online
- LandAid SleepOut (18 hours): Thursday 2 March, 4pm - 10am on Friday 11 March. Throughout the night there will be volunteers on hand and hopefully a chance to catch some sleep. However, you will be 'on call' throughout the night.

Pay

£25.00 per hour = £600 (24 hours in total – inclusive of 2 event briefings), to be paid in full after the event. We will ask you to request payment via sending us an invoice. The invoice can be sent ahead of the event.

We will also pay travel expenses and any other reasonable expenses incurred. Payment will be made via BACS.

Application Process

Please send your CV and a supporting statement of no more than 300 words, starting why you think you're suitable for the role to: sleepout@landaid.org by 9am on Friday 3 Feb.

Interviews will take place w/c 6 Feb.

Questions

Please get in touch with the Events Team via email to register your interest: Sleepout@landaid.org

Thank you so much for your interest in LandAid, and in helping to end youth homelessness in the UK.

Find out more: www.landaid.org

