



## In-Person Events Coordinator

### About Women@Tech

Women@Tech is a **volunteer-led** UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry. For more information, please visit our [website](#).

### Job Details:

The In-Person Events Coordinator for Women@Tech is responsible for planning, coordinating, and delivering engaging in-person events that support the Women@Tech community. This role plays a key part in creating inclusive, high-impact experiences that drive connection, learning, and visibility for Women@tech.

### Key Responsibilities

#### Event Planning & Delivery

- End-to-end coordination of in-person Women@Tech events (e.g. panels, networking events, workshops, socials)
- Manage event logistics, and run-of-show planning
- Coordinate venues, catering, speakers, and on-site requirements
- Act as the main point of contact on the day of the event to ensure smooth delivery

## **Stakeholder & Speaker Management**

- Liaise with internal stakeholders, executive sponsors, and external partners
- Support speaker liaison, confirmations, and briefing
- Ensure speakers and attendees have a positive and inclusive experience

## **Collaboration & Comms**

- Work closely with the Women@Tech committee, Marketing, and Comms teams
- Share event details and timelines to support promotion and engagement
- Capture feedback and learnings to improve future events
- Maintain clear documentation for event planning and execution

## **Time Commitment**

- Estimated **2–3 hours per week**, on average
- Time commitment may increase slightly in the lead-up to events and on event days
- Flexible scheduling, designed to fit alongside a full-time role

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## **Skills & Experience**

- Strong organisational and project management skills
- Experience coordinating in-person events (formal or informal)
- Excellent communication and stakeholder management abilities
- Comfortable working cross-functionally in a fast-paced environment
- Detail-oriented with the ability to manage multiple workstreams

- Passion for diversity, inclusion, and community building
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### **What Success Looks Like**

- Well-organised, high-attendance in-person events
  - Positive feedback from attendees, speakers, and stakeholders
  - Strong collaboration across the Women@Tech committee
  - Continuous improvement in event experience and engagement
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### **Why Get Involved**

- Opportunity to shape meaningful experiences for the Women@Tech community
- Build visibility and leadership skills
- Gain hands-on experience in event planning and stakeholder engagement
- Contribute to a more inclusive and connected tech culture

Contact [Deea@Uber.com](mailto:Deea@Uber.com) for more information.