



Events Manager

Application Pack



ADCH

Association of Dogs and Cats Homes

REGISTERED CHARITY NO: 1180574

About Us:

Established in 1985, the Association of Dogs and Cats Homes (ADCH) is the leading representative charity for dog and cat rescue and rehoming organisations across the UK, Ireland, Isle of Man, and the Channel Islands. ADCH promotes the safeguarding of welfare standards for dogs and cats needing new homes and supports those working and volunteering in the sector

At the heart of ADCH is a strong collaborative ethos. With over 160 member organisations, all of which are registered charities, we unite organisations of all sizes large and small; embracing over 45,000 staff and volunteers, all dedicated to working together for Dogs and Cats.

A key part of this ethos is the peer network ADCH nurtures, where members connect, exchange ideas, share knowledge and resources, and offer mutual support. Through this network, organisations are able to address common challenges, collaborate on solutions, and strengthen their collective impact on animal welfare.

We host the UK's largest animal welfare Annual Conference for the rescue and rehoming sector, the ADCH conference attracts over 500 attendees each day. The event brings together organisations from across the UK and overseas, providing valuable opportunities for networking and learning. In addition to the Annual Conference, ADCH connects members through its online group, open meetings, and a variety of other events and opportunities held throughout the year.

ADCH also plays a key role in advocacy, using its Minimum Welfare and Operational Standards to inform responses to government consultations and to promote improvements in animal welfare practices.

Our Vision

A positive life for all dogs and cats

Our Mission

ADCH is an umbrella organisation which works on behalf of its members to create a professional and sustainable sector which improves the lives of dogs and cats.

Our Values

ADCH is committed to:

- **Leadership**
ADCH and its Members leading the sector and proactively tackling future issues and facilitating solutions while listening to all involved.
- **Collaboration**
We all share knowledge, expertise, and actions for excellence.
- **Integrity**
High standards including transparency, respect and inclusion.
- **Professionalism**
Innovative experts with ambition for the sector
- **Support**
Helping members to grow and develop together for dogs, cats and people too.

Other Useful Documents

- [ADCH Website](#)
- [ADCH Strategy](#)
- [ADCH Annual Accounts](#)



Who We Are Looking For

We are looking for an experienced, enthusiastic and highly organised **Events Manager** to take the lead on delivering ADCH's programme of events, including our annual Conference which welcomes over 600 delegates.

This is a busy, hands-on role for someone who thrives on variety and pace. You'll be confident managing multiple priorities at once, keeping track of the detail and staying calm and solutions-focused when things get busy.

You'll also be a natural relationship-builder, comfortable liaising with a wide range of people at all levels – from delegates and colleagues to speakers, venues, suppliers, sponsors, exhibitors and senior stakeholders.

The Role

You will lead the planning and delivery of ADCH's annual Conference, Open Meeting and programme of online events, taking responsibility for everything from programme development and speakers through to venues, suppliers, logistics and on-the-day delivery.

A key part of the role will be developing commercial relationships, securing sponsors and exhibitors and delivering against event income targets.

Working as part of our small Central Team, you'll collaborate closely with colleagues and external partners to deliver engaging, high-quality events that provide real value to our members and the wider sector.

The Person

We are looking for:

- An experienced events professional with a strong track record of delivering large-scale, in-person events.
- A highly organised and proactive manager who can juggle multiple priorities, deadlines and relationships while keeping a firm eye on the detail.
- A confident and engaging communicator, comfortable building relationships and working with people at all levels.
- Someone who thrives in a busy events environment, can think on their feet and brings a positive, solutions-focused approach when plans change or challenges arise.
- Someone with the commercial confidence to build relationships with sponsors and exhibitors and secure event income.
- A collaborative team player who enjoys working closely with colleagues while taking ownership of their area.

Experience of delivering events within a membership organisation, professional body or charity would be advantageous but is not essential.

If you enjoy the energy of delivering great events, can keep lots of moving parts on track and know how to bring people together to make an event a success, we'd love to hear from you.

Please see the Job Description for full details of the role and person specification.

Job Description: Events Manager

Dept/Team: ADCH	Location: This is a home-based role with travel required, including visits to ADCH members' animal rescue and rehoming facilities, and attendance at meetings and events. Occasional overnight stays will be required.
Hours: Average of 21 hours per week, with hours annualised across the year to provide flexibility around the events programme. This will involve working additional hours during busier event periods and fewer hours at quieter times, within an agreed working pattern.	
Responsible To: Executive Director	Duration: Permanent
Works With/Key Contacts: ADCH Members, Executive Director, Board of Trustees, ADCH Team, speakers, sponsors, exhibitors, venues, suppliers, commercial partners and external stakeholders.	Salary: £35,000 FTE (£21,000 per annum for 21 hours)

Main Purpose of the Role

Responsible for the planning, coordination and successful delivery of ADCH's events including annual Conference, Open Meeting and programme of online events. The annual Conference is ADCH's largest event, welcoming over 600 delegates, and will form a significant part of the role.

The Events Manager will oversee all aspects of event delivery, including programme development, speakers, securing sponsorship and exhibitors, venues, suppliers and event logistics. Working collaboratively as part of a small team, the role will ensure ADCH delivers high-quality and engaging events for members and the wider sector.

Responsibilities/Objectives

Event Management & Delivery

- Lead the planning and delivery of ADCH's annual Conference, Open Meeting and programme of online events, with particular responsibility for the large-scale annual Conference.
- Coordinate all aspects of event delivery from planning through to delivery and evaluation, ensuring events are delivered effectively, within budget and to a high standard.
- Develop event programmes in collaboration with colleagues and relevant stakeholders, identifying, securing and liaising with speakers across ADCH's events.
- Manage event logistics, including delegate arrangements, venues, AV and other external suppliers and contractors.
- Coordinate on-the-day event delivery, working closely with colleagues, venues, suppliers, speakers and other stakeholders.
- Develop and coordinate an Events Task & Finish Group to support programme development and event planning.

Sponsorship & Exhibitors

- Identify, approach and secure sponsors and exhibitors for ADCH events, working towards agreed income targets.
- Develop and manage sponsorship and exhibitor opportunities and packages, ensuring agreed benefits are delivered.
- Build and maintain effective relationships with sponsors and exhibitors, working collaboratively with the Executive Director and colleagues to coordinate wider commercial relationships and identify wider opportunities for ADCH and its members.

Communications & Engagement

- Work collaboratively with colleagues to promote ADCH events and ensure effective and timely communications with delegates and other stakeholders.

- Respond to event-related enquiries and provide appropriate information and support to delegates, speakers, sponsors, exhibitors and other stakeholders.

Monitoring, Reporting & Administration

- Manage event budgets, monitoring income and expenditure.
- Monitor and evaluate events, using feedback and data to inform future planning and development to meet the needs of members and stakeholders
- Provide reports and updates on event activity, performance and outcomes as required.
- Undertake associated administration and maintain accurate event records and information.

Organisational Support

- Work collaboratively with colleagues to support the successful delivery of ADCH events and wider organisational activities as required.
- Support the team's efforts in the delivery of the ADCH Strategic Plan.
- Promote and uphold the charity's Mission, Vision, Values and commitment to equality, diversity and inclusion in all aspects of work.
- Act as an ambassador promoting ADCH and its value to the sector, including at meetings and events with relevant stakeholders.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

Person Specification

Essential

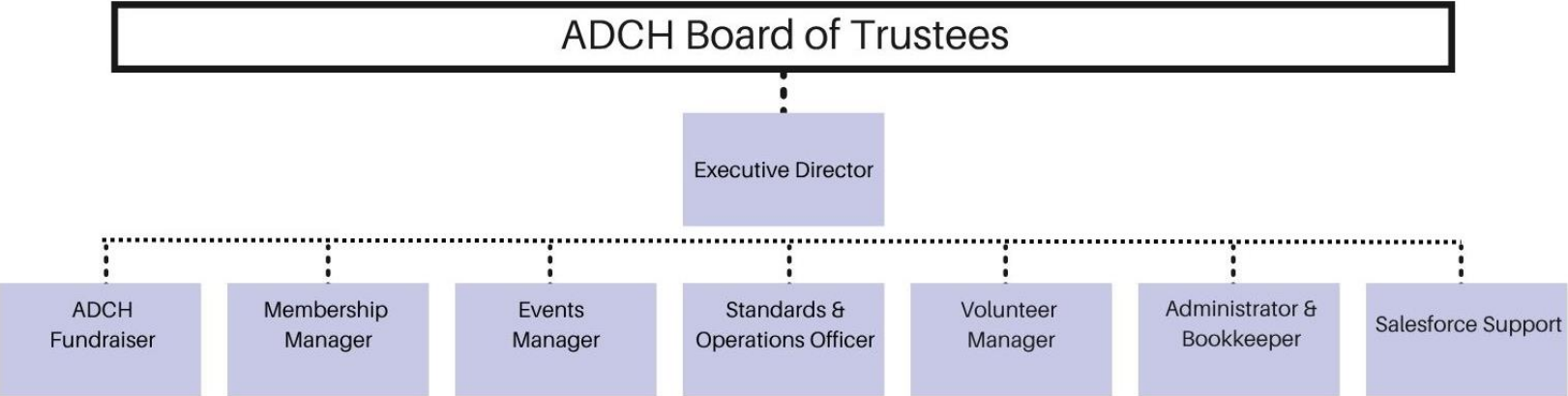
Significant experience of planning and delivering large-scale events, including substantial in-person events.
Proven experience of securing sponsorship, exhibitors and other commercial event income.
Experience of developing event programmes and working with speakers, venues, suppliers and other stakeholders to deliver successful events.
Strong project management and organisational skills, with the ability to manage complex activity, competing priorities and deadlines.
Experience of managing event budgets and monitoring income and expenditure.
Proven ability to build strong relationships and work collaboratively within a small team, with confidence engaging with a wide range of external stakeholders and commercial partners at all levels

Desirable

It would also be great (but not essential) if you had:

Experience of delivering conferences within a membership organisation, professional body and/or charity.
Experience of delivering online events and webinars.
Experience of event management systems and digital event platforms.

ADCH Organisational Chart





How to apply

To apply for this role, please complete our [online application form here](#).

As part of your application, you will need to upload:

- Your **CV**; and
- A **covering letter**. This should clearly outline your motivation for applying and demonstrate how your skills, knowledge, and experience meet each of the Essential Criteria set out in the Person Specification.

Your covering letter should be **no more than two sides of A4**, using a clear and readable format with a minimum font size of **11pt**.

Please use specific examples to evidence your experience rather than general statements such as "I usually...".
While we appreciate that a love of dogs and cats may have drawn you to ADCH, we are looking for evidence of the experience and capabilities you would bring to the role

Closing Date:

Sunday, 11th October 2026

Interviews:

Wednesday 21st October 2026 (*Online*)

Please note that we reserve the right to close this post early, should we receive a high volume of applications.

If you do not hear from us within two weeks of the closing date, please assume you were unsuccessful on this occasion.

As a small charity team with limited resources, we regret that we are unable to provide individual feedback on applications.

Please ensure you review this pack carefully before beginning your application.





LEADERSHIP



COLLABORATION



INTEGRITY



PROFESSIONALISM



SUPPORT



ADCH

Association of Dogs and Cats Homes

Registered charity no. 1180574



adchsocial



association-of-dogs-cats-homes



adch.org.uk