



**Job Title:** Events Assistant  
**Organisation:** Clipper Ventures Plc  
**Salary:** £28,000 - £30,000 (depending on experience) plus benefits  
**Location:** Gosport, Hampshire, with some remote working  
**Type of Contract:** Full time

**Deadline for applications: 8<sup>th</sup> May 2026 (applications may close earlier if we find the right candidate before then).**

Skirr Adventures & Clipper Events are looking for an enthusiastic, organised and proactive **Events Assistant** to join the team in this brand-new role.

This is an exciting opportunity to support the Business and Events Manager in the planning, coordination, delivery and development of exceptional event experiences across a varied and growing portfolio of events within the wider Clipper Ventures group.

This role will suit someone who thrives in a fast-paced environment, enjoys variety, and is passionate about delivering high-quality events and customer experiences. From event planning and logistics to participant communication and on-site delivery, the Events Assistant will play an important part in ensuring events are delivered to a consistently high standard.

### **Key Responsibilities**

- Support the planning, organisation and delivery of events from initial concept through to completion.
- Assist the Business and Events Manager with the coordination and execution of exceptional event experiences across the Clipper Ventures portfolio.
- Coordinate with venues, suppliers, participants and internal teams to ensure events are delivered smoothly and efficiently.
- Manage event-related enquiries, responding professionally and escalating issues where appropriate.
- Proactively support the conversion of event enquires through to confirmed bookings or sales.
- Act as a key point of contact for event participants before, during and after events.
- Assist with participant communications, joining instructions, event information and post-event follow-up.
- Maintain event schedules, calendars and project timelines, ensuring deadlines and deliverables are met.
- Coordinate event logistics including venue bookings, travel arrangements, equipment requirements and event registrations.

- Prepare and maintain event documentation such as guest lists, schedules, briefing notes, operational plans and checklists.
- Support the upkeep of event promotional materials and liaise with internal teams regarding future updates or requirements.
- Assist with the on-site set-up, delivery and breakdown of events at third-party venues and other locations as required.
- Gather and collate post-event feedback from participants and stakeholders.
- Support post-event reviews and evaluations, helping to identify successes, areas for improvement and future opportunities.
- Ensure all events are delivered in line with health & safety procedures and any other relevant compliance requirements.
- Provide general administrative support to the Business and Event Manager as required.

### **About You**

We are looking for someone who is highly organised, personable and keen to develop their career in events within a role that offers plenty of scope to grow personally and professionally.

You will ideally have:

- Previous experience in events, logistics, hospitality, administration, customer service or a similar role would be advantageous, although we would also welcome applications from recent Event Management graduates with some relevant practical experience.
- Excellent organisational skills with strong attention to detail.
- Strong written and verbal communication skills.
- A proactive and positive approach, with the confidence to use initiative while also recognising when escalation is appropriate.
- Confidence in dealing with suppliers, customers, participants and colleagues at all levels.
- The ability to manage multiple tasks and priorities in a busy environment.
- A flexible and hands-on approach to work.
- Good IT skills, including Microsoft Office, and the ability to learn new systems quickly. Experience of Salesforce would be an advantage but is not essential.
- If you have a passion for sailing and/or adventure it would certainly be a bonus, and you'll be in good company!

### **Additional Requirements**

- Willingness to work occasional evenings and weekends in line with event delivery requirements.
- Willingness to travel as required.
- Ability to support the physical set-up and breakdown of event materials and equipment.

**Why Join Us?**

This is a fantastic opportunity to join a unique and exciting business that sits within the Clipper Ventures group, best known as the creators of the renowned Clipper Round the World Yacht Race. As a brand-new role, it also offers the chance to help shape the position and gain valuable experience across a varied and growing events portfolio. You will be rewarded with a competitive salary of £28,000 – 30,000 depending on experience, plus favourable holiday allowance and benefits, as well as options to add flexibility to your working week.

**To apply please email your CV and covering letter detailing why you want to join the team and what you would bring to the role, to: Nicole Wharfe ([nwharfe@clipper-ventures.com](mailto:nwharfe@clipper-ventures.com)) by 8th May 2026.**

**We encourage early applications, as we may close the vacancy before the stated deadline if a suitable candidate is identified.**