

Programme & Events Coordinator

The Beam Network

Contract type: Employee (PAYE)

Time commitment: 5 days per week (flexible working available, including adjusted hours during school holidays)

Salary: £30,000 - £40,000 FTE

Location: UK-based (hybrid)

About The Beam Network

The Beam Network is a private financial education platform and global community for women of significant wealth (ultra-high-net-wealth women). The Beam supports women as stewards of capital - as investors, philanthropists, business owners and leaders — through rigorous, world-class education, trusted peer relationships, and thoughtful, non-transactional engagement with experts. Alongside our membership, we deliver standalone workshops for families, family offices and wealth organisations, and work with partners to extend learning beyond the community. After five years of growth, with members across 15 countries, The Beam is now entering its next chapter - expanding both our membership and the reach of our learning and thought leadership.

The Role

This role exists to ensure that The Beam Network's programmes, events and workshops are delivered smoothly, professionally and to a consistently high standard. It is an execution-focused role combining project management, logistics coordination and delivery oversight, and plays a central part in ensuring quality and coherence as The Beam continues to scale. You will work closely with the Head of Membership & Programmes, Head of Learning and Content & Marketing Lead, contributing to programme delivery across both engines, while operating within clearly defined boundaries.

What you'll do (at a glance)

- Project-manage the delivery of membership classes, partner events, standalone workshops and the annual Retreat
- Ensure delivery quality, coordination and professionalism across all events

- Work with Learning, Marketing and Operations to translate plans into well-run experiences
 - Shape and support participant experience before, during and after events
 - Provide structured delivery coordination across venues, suppliers and contributors
 - Contribute to continuous improvement through documentation and post-event learning
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What this role does not do

- Own programme strategy or curriculum design
 - Own P&L, pricing or commercial strategy
 - Lead sales, partnerships or business development
 - Manage operational systems or CRM configuration
 - Act as a generalist or "catch-all" role
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About you

You are likely to bring:

- Experience coordinating events, programmes or projects in a professional environment
 - Strong organisational discipline and attention to detail
 - Comfort managing multiple stakeholders and moving parts
 - Calm judgement under pressure
 - Alignment with The Beam's tone, standards and values
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Why this role at The Beam

- This is not a high-volume or transactional environment
 - Quality, trust and intellectual rigour matter more than scale
 - You'll work closely with senior leaders in a small, high-trust team, contributing directly to how The Beam is experienced by members and partners.
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To express interest, or request the full role description, please contact Nicky Black at roles@thebeamnetwork.com. Closing date **8 May 2026**.