

Programme & Events Coordinator

The Beam Network

Contract type: Employee (PAYE)

Time commitment: 5 days per week (flexible working available)

Salary: £30,000 - £40,000 FTE

Location: UK-based (hybrid)

Applications close: 20 March 2026

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.

Our membership offers an independent, holistic programme of classes, events and experiences centred on financial confidence, capability and personal empowerment. Alongside the membership, The Beam delivers standalone workshops for families, family offices and wealth organisations, and collaborates with a growing network of partners to extend learning beyond the community itself. Through this work, we aim to contribute to broader impact by shaping ideas, standards and conversations that empower women as active, informed capital-holders.

Over the past five years, The Beam Network has built a thriving, highly engaged membership spanning 15 countries, a dynamic team of employees and consultants, and an esteemed roster of speakers, educators and coaches. We have established a strong reputation within the private wealth sector as a trusted, discreet space for women wealth holders to learn, reflect and find support. We are now entering an exciting period of growth – expanding both our membership and the reach and influence 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, in a way that supports The Beam Network's mission, standards and long-term growth.

It owns day-to-day programme and event delivery across membership programming, workshops and flagship events, ensuring that agreed plans are translated into well-run, high-quality experiences. As The Beam grows, strengthening delivery consistency and operational discipline is essential. This role plays a central part in protecting experience quality while enabling scale.

Where this role sits

The Beam operates a commercial, dual-engine model, with a Membership Engine, focused on experience, community and long-term value; and a Learning Engine, focused on education, insight and confidence-building capability.

This role is a shared enabler for programme and event delivery within The Beam Network. It works closely with the Head of Membership & Programmes, Head of Learning and Content & Marketing Lead, and supports delivery across both engines, while accountability for strategy, curriculum design and commercial decisions remains with the Head of Membership & Programmes and CEO.

Core accountabilities

Programme & event delivery ownership

- Own programme and event delivery execution, ensuring it is delivered smoothly, professionally and to a consistently high standard.
- Ensure alignment with organisational priorities and delivery expectations.

Event project management & logistics

- Ensure delivery plans, timelines and run-sheets are structured and reliable.
- Work with internal and external stakeholders to translate plans into reality.

Cross-functional coordination

- Work closely with Membership, Learning and Marketing to ensure coherence across programme planning, communications and delivery.
- Surface operational risks and opportunities proactively.

Participant experience & quality

- Ensure participant experience is professional and well-managed before, during and after events.
- Capture learning and embed improvements across delivery processes.

Documentation & continuous improvement

- Ensure documentation and delivery processes are clear, repeatable and scalable.
 - Contribute to organisational learning through structured post-event reflection.
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What this role does not do

The Programme & Events Coordinator does not:

- Own programme strategy or curriculum design
 - Own P&L, pricing or commercial targets
 - Lead sales, partnerships or business development
 - Own CRM configuration or operational systems
 - Replace line management accountability
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What success looks like (12–18 months)

- Programmes and events delivered consistently to a high professional standard
- Strong coordination across internal teams with reduced last-minute friction
- Positive feedback from members, partners and contributors
- Clear, repeatable delivery processes embedded in the organisation
- Reduced dependency on senior leadership for operational troubleshooting

Experience and capability profile

You are likely to bring:

- Experience in event, programme or project coordination in a professional environment
 - Strong organisational capability and attention to detail
 - Comfort operating in a small, high-judgement team
 - Ability to manage multiple stakeholders calmly and effectively
 - Alignment with The Beam's tone, standards and discretion
 - Experience supporting premium or professional audiences (desirable)
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How this role may evolve

As The Beam Network grows, this role may:

- Take ownership of larger-scale or international events
 - Develop increased responsibility for delivery standards and documentation
 - Contribute to the development of a broader programme delivery function
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Flexible Working

The Beam operates as a high-trust, outcomes-focused organisation. We are open to flexible working arrangements, including adjusted hours during school holidays or term-time structures, provided delivery commitments and quality standards are maintained.

Flexibility is agreed in advance and aligned with the programme calendar.

How to apply

Please apply to Nicky Black at roles@thebeamnetwork.com, and include:

- Your CV
- A short written response (max 200 words) to the following question:

Why does this role at The Beam interest you, and how would you ensure our programmes and events are delivered to a consistently high professional standard?

Applications without a short written response will not be considered.