



Partnerships and Events Coordinator (One-Year Temporary Contract).

Job Title: Partnerships and Events Coordinator

Salary: £16,000–£19,200/year (2–3 days/week, pro rata from £32,000 FTE)

Hours: Temporary Part-time (14–21 hours/week)

Reports to: Centre Weaver

Key Responsibilities:

Partnerships & Outreach

- Research and identify potential partners aligned with the Centre's mission, including birth professionals, community organisations, businesses and advocacy groups.
- Initiate and maintain relationships with potential and existing partners, encouraging collaborative opportunities.
- Assist in coordinating partnership meetings and follow-up communications.
- Support the creation of outreach materials and presentations for potential partners.
- Manage the engagement and coordination of women who wish to share their birth stories with the Centre.
- Maintain and update membership records, ensuring accurate data and smooth onboarding processes
- Organise materials and assist in coordinating events and communications specifically for members

Event Coordination

- Coordinate and support the planning and delivery of events, workshops, and community gatherings. Events are held both online and in person.
- Manage event logistics including room setup, catering, attendee communication, and tracking.
- Assist with post-event evaluations, including surveys and impact reporting.



Administrative Support

- Provide administrative assistance related to partnerships and events, including scheduling and document preparation.
- Provided administrative assistance related to memberships and ensure membership records are kept up to date.

Person Specification:

Experience & Qualifications:

- At least two years of experience in event planning, stakeholder engagement, or partnership development.
- Experience in non-profit or community-based organisations is desirable.
- An understanding of working with personal data and privacy concerns, particularly regarding GDPR and enhanced privacy regulations for healthcare.

Skills & Attributes:

- Excellent communication and relationship-building skills.
- Organised, detail-oriented, and confident in managing multiple tasks.
- Comfortable with digital tools such as Google Suite, Microsoft Office, and online meeting platforms.
- Interest in and support for the Sacred Birth Centre's mission and values.

Key duties for the role

1. Establish an active partnership network
 - Identify and initiate contact with aligned organisations and practitioners
 - Maintain a simple partnership tracking system to manage communications and follow-up.
2. Successful Community and Professional Events
 - Plan and support the delivery of at least four online events and two in-person events annually, ensuring strong attendance and meaningful engagement.
 - Collect and analyse post-event feedback to guide future planning.



3. Birth Story Collection and Coordination
 - Facilitate the collection of birth stories (written, recorded, or visual).
 - Work with contributors to honour their voice and ensure appropriate consent and use.
4. Collaborative Projects in Development
 - Support the development of at least one co-created initiative or campaign with a partner organisation annually (e.g., joint event, campaign, or educational resource).
5. Increased Visibility and Credibility
 - Contribute to building SBC's presence by establishing relationships that result in cross-promotion, referrals, or shared advocacy efforts.
6. Support for Campaigns and Advocacy
 - Contribute to campaigns through partnership engagement, including inviting partner organisations to support or amplify campaign content.
7. Efficient Communication and Administration
 - Maintain timely and clear communication with all stakeholders.
 - Provide regular partnership and event updates to the Centre Manager and support monitoring & evaluation processes.

About the Role

The Sacred Birth Centre is a not-for-profit organisation based in Glastonbury, Somerset UK. It is currently based out of Goddess House, 28 Magdalene Street, in Glastonbury whilst it seeks its own premises.

The Sacred Birth Centre is seeking a compassionate, organised, and collaborative Partnerships and Events Coordinator to help us build a vibrant ecosystem of aligned organisations, practitioners, and supporters. You'll help shape and deliver events, and coordinate the powerful work of collecting and sharing birth stories through our growing network.

You'll thrive in this role if you:

- Have experience in partnerships, outreach, or event planning
- Enjoy building meaningful relationships
- Are confident working independently with excellent communication skills



- Share a deep alignment with the Sacred Birth Centre's values and mission

The role is currently funded for one year.

Mission Statement:

"The Sacred Birth Centre aims to be a Centre of Excellence for Sacred Birth Philosophy, Education and Practice. We desire to inform, inspire and enhance the experience of Birth for parents, babies and birth practitioners worldwide."

Values and Philosophy:

We believe that Birth is a sacred Rite of Passage for parents and their babies. It is an in-the-body, physical, emotional, and spiritual transformation experience.

Knowledge is power, and at the Sacred Birth Centre, we aim to advocate for sacred birth practices.

The Sacred Birth Centre cultivates a supportive, nurturing and trauma-informed environment for parents and those involved in the birthing process.

The Sacred Birth Centre and Glastonbury Goddess Temple are inclusive organisations and are respectful of all people.

Inspiration:

The Sacred Birth Centre is inspired by Kathy Jones, Director and Founder of the Glastonbury Goddess Temple.

"MotherWorld is the society in which creative, nurturing & life-affirming values, actions, insights & awareness are honoured & encouraged in women, men, children & all people. It is the society that is grounded in the fact that we all live upon our Mother Earth. She is our Great Mother, the Source & Foundation of all that we are & all that we have. We need to take care of our Mother, of each other and of all life." – Kathy Jones Director and Founder of the Glastonbury Goddess Temple.



How to Apply

Please send your CV and a short cover letter (max 1 page) telling us why you feel drawn to this role and what you bring to it. Please ensure that the document you send is a PDF/Word document and that the file name has your name in it.

Email to: sacredbirthcentre@gmail.com

Subject line: Partnerships and Events Coordinator Application

Applications close: 14th April 2025

This role offers the chance to join a passionate team working to transform the culture of birth. Thank you for helping us shape a future where every parent is seen, heard, and supported.

The Sacred Birth Centre is committed to creating an inclusive and equitable space for all. We welcome applications from individuals of all backgrounds, identities, and lived experiences—especially those from underrepresented or marginalised communities in the birth and wellness sectors. We believe that a diverse team strengthens our mission and helps us better serve the communities we support.