



**Job Title: Part-Time Event Logistics Coordinator**

**Location:** Woolwich, London

**Company:** Action Challenge, UK Ltd

**Job Type:** Part-Time, 6-month contract, starting mid-late February 2025.

**About Us:** We are Action Challenge, organisers of the Ultra Challenge Series, the UK's biggest fundraising mass participation events company, based in Woolwich Arsenal, London, dedicated to delivering exceptional event experiences across the UK. Last year we raised over £10 million for over 400 UK charities, and with over 18 events in 2025 we have a busy year ahead.

**Job Description:** We are seeking a motivated and reliable Part-Time Event Logistics Coordinator to join our team. This role is a diverse mix of warehouse organizing, driving vans and lorries, and setting up event sites across the UK. We operate high standards of safety, quality and hospitality – with our kit & equipment being highly important to being able to deliver what we do. The ideal candidate will have experience working within a face paced warehouse environment, excited by the opportunity to experience the events industry and be part of a large, fun and exciting team.

**Key Responsibilities:**

- Organize and manage warehouse inventory, ensuring all event equipment is properly stored and maintained.
- Drive company vans and lorries to transport event equipment to various locations across the UK.
- Assist in the setup and breakdown of event sites, ensuring all equipment is installed and dismantled safely and efficiently.
- Collaborate with the events team to ensure timely and accurate delivery of event materials.
- Maintain a clean and organized warehouse environment.
- Adhere to all health and safety regulations during transportation and event setup.

**Requirements:**

- Previous experience working on events and in warehouses.
- Valid UK driving license with clean driving record.
- Driving qualifications for vans and lorries.
- Strong organizational skills and attention to detail.
- Ability to work flexible hours, including weekends and evenings.
- Physical ability to lift and move heavy equipment.

**Benefits:**

- Competitive hourly rate.
- Opportunity to work on exciting events across the UK.
- Flexible working hours.

**How to Apply:** Complete our short online form below, you will be asked to upload a CV:

[CLICK HERE TO APPLY >>](#)