

Graduate Trainee Event Coordinators

JOB DESCRIPTION

ultrachallenge.com





About Us

Ultra Challenge

We are Ultra Challenge, the UK's number 1 series of Treks, Walks & Trail Runs.

The 2026 Ultra Challenge Series will see record participant numbers, and total fundraising levels surpassing the £10+ million achieved in 2025 by a considerable margin.

We've developed the Ultra Challenge Series over the past 15 years - there will be 20 events in 2026 - with over 40,000 challengers taking on one of our events. We work with over 600 different charities, 300 teams from corporate companies and a very loyal and engaged community whom enjoy our events and come back year on year for more.

We believe that our participant support levels are second to none, and that the evolving high-quality experience, which underpins the Ultra Challenge brand, is the reason why it has become the UK's #1 Series of Treks & Trail Runs.

As as a small hard working team based in Woolwich South East London, we organise all aspects of the events from marketing, administration, route planning, logistics, customer service & event delivery. We are now looking for a Graduate Trainee to join our team in in a cross discipline role where you will learn all aspects and mass participation events with the opportunity to gain on event experience in a dynamic and exciting role.





Graduate Trainee Scheme Event Coordinators

FULL TIME, 1 YEAR+ CONTRACT, SE LONDON

We are looking for recent University graduates, or sandwich placement students, with a keen interest in challenge events, and mass participation sports – ideally with a relevant degree subject, or can demonstrate a passion and interest in the events, charity fundraising or sporting industry. You will gain experience working across the marketing department, customer services, planning and operations as we work towards delivering our Ultra Challenge Series Programme. Alongside the week days working in our Woolwich based office, there will be the opportunity to work in various roles on events across the UK, with our highly qualified & experienced event management teams. We aim to equip, train & teach those with a grounding in the Events Industry whilst having the opportunity to learn, and gain experience in a fast paced and fun working environment.

Graduate Trainees Event Coordinators

The Opportunity

- Gain real experience across all disciplines of Event Planning – including project management, forecasting, budgeting, venue & supplier sourcing, and permissions / regulations
- Learn about & experience the key commercial levers – including websites, social media, advertising, promotions, fundraising, mobile apps and the all-important customer service
- Help deliver live events – incorporating: staff recruitment, procurement, logistics, event set up, on-event operations, event management & control room functions

You Will Be...

- A recent high quality graduate – perhaps with some workplace experience or;
- A student currently working towards a degree, looking for a year placement
- Someone with a genuine interest & passion for the outdoors & sporting activity
- An individual who has demonstrated that they have 'drive' & determination
- Solid with your IT skills including Microsoft Office Software (word, excel & outlook)
- Excellent with organisational, communication & interpersonal skills
- Flexible with working hours and prepared for weekend work – as that's event time!
- Capable of working under pressure, learning fast, figuring solutions, and delivering deadlines

The Role...

- Based full time in our Woolwich London HQ. Standard hours 09:00 – 17:30, Mon-Fri
- Pay – salary to £24k, with a review after the 4 months
- Available to start March/April
- The role will be initially for 12 months – but subject to extension for the 'successful'

Application Process

If you think this role is for you please make an initial application via our online form, no later than the 31st May. All successful applicants will be contacted no later than the 31st May, and invited to meet us for a 1st stage interview where we will explore your work experience, history & career. A final and 2nd round interview will consist of a presentation, based upon a relevant subject matter.

TO APPLY COMPLETE OUR SHORT ONLINE FORM BELOW:

<https://airtable.com/app5AvtQa24OUDPe/pagsAtPrAZtzdTB1h/form>



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