

Woodknowledge Wales: Job description

Position: Events Assistant

Are you passionate about creating a low-carbon future that allows people to thrive on a healthy planet? Do you enjoy creating and managing events to bring together stakeholders across an entire value chain? Are you comfortable taking responsibility and delivering tasks on your own as much as working in a small team? Then work with us in Wales!

You will be part of a small, highly motivated, multi-disciplinary team dedicated to increasing the role of trees to decarbonise the natural environment and timber to decarbonise the built environment.

As Events Assistant, you will be supporting the proactive Events team, helping to maintain the positive and proactive approach within our organisation and networks.

Job description

JOB TITLE	Events Assistant
PURPOSE OF JOB	The main purpose is to support the delivery of our annual conference and expo, WoodBUILD. A secondary purpose is to support delivery of other online and in-person events that we organise and attend.
REPORTING TO	Liz Walder (Events, Outputs & Socials) & Gary Newman (CEO)
SUPPORTED BY	Rachel Cook (Networks) and the Woodknowledge Wales team
LOCATION	You could work from the Woodknowledge Wales office in 22 Cathedral Road, Cardiff, CF11 9LJ, but your location or work situation may lead you to prefer to work predominantly from home. However, there is an expectation that you will be prepared to travel anywhere within Wales, the borders and further afield as required by the job.
AREA OF WORK	Throughout Wales (and possibly beyond), working with the forestry and timber construction value chain from forest to building.
HOURS OF WORK	Part-time: 24hrs a week. Some long days and weekend working may be required from time to time including occasional overnight stays.

SALARY	£22,000 to £26,000 (Full Time Equivalent) depending on age and experience
DURATION	At this time, we are only able to commit funding for this role until 31 July 2026.
HOW TO APPLY	Send CV with covering letter saying why you believe you are suited to the post to: liz.walder@woodknowledgewales.co.uk
DEADLINE FOR APPLICATION	Friday 12 December 2025
DATE & LOCATION FOR INTERVIEW	Online or in-person (TBA) during week Commencing 15 th December

Key Responsibilities

You will be supporting our events team who manage the logistics and implementation of events on behalf of Woodknowledge Wales, as well as our members, partners and stakeholders where required.

Events management

You will help organise and support our main conference, WoodBUILD, alongside workshops, webinars and training events. You will work with team members and external delivery partners to ensure the smooth running and delivery of our public-facing activities.

You will monitor and evaluate our events from attendee feedback and may be required to help manage the contacts database.

You will work within the events team and most closely with [Liz Walder](#) and [Rachel Cook](#).

Key abilities / experience

We are looking for someone with the ability to work closely with a small team in a flexible and supportive way across job boundaries and who is comfortable working from home. You must be able to engage with all relevant individuals and organisations in the supply chain from forest to construction sector in a way that promotes trust and supports the mission and purpose of Woodknowledge Wales as a for-public-good organisation.

Person Specification

- Ability to prioritise and manage multiple project tasks and deadlines.
- Thorough working knowledge of Microsoft Office, online conferencing tools (e.g. Zoom, Teams)
- An organised self-starter, able to manage own workload and work independently to tight timescales
- Good communication and interpersonal skills
- Willingness to work in a flexible way and respond to changing circumstances

Desirable Criteria

- Welsh language
- Event organisation skills and working knowledge in the use of event management software eg Eventbrite
- Full, clean driving license and access to a car for travel throughout those parts of Wales where there is limited access to public transport

About Woodknowledge Wales

Woodknowledge Wales is an independent mission driven membership alliance. We are a charitable Community Benefits Society, which is a form of cooperative that exists for the benefit of society. We are governed by a voluntary board. We aim to create and share knowledge to accelerate change. We believe that timber demand and supply can be better aligned and more purposefully driven to deliver greater climate change mitigation and biodiversity enhancement across land use and construction. We are transparent and collaborative in our approach. We are a change organisation driven by impact rather than income.

We are a small interdisciplinary team of driven individuals motivated to inspire, catalyse and accelerate the transformation to a regenerative zero carbon society through the growing of trees and the use of wood. We believe that the most effective way to do this is to build trust in the change agenda by supporting organisations involved in both timber use and supply. We seek to capture and share the knowledge gained by holding engaging events, by creating informative case studies, by developing new guidance and through inspiring communication. We support policy makers to create enabling policies and then help overcome barriers to implementation.