



Job Title: Engagement Coordinator

Reporting to: Head of Engagement

Salary: £26kpa

About The Role

This role is for an organised, proactive, and detail-driven team player who loves helping to bring creative ideas to life. You'll be working closely with our Engagement Team to support the design and delivery of employee engagement programmes for some of the world's biggest brands.

You won't be steering the ship alone — think of this as being part of the engine room. You'll help with planning, sourcing, logistics, and making sure everything runs smoothly, so our clients get unforgettable experiences and our team stays on track.

In a nutshell, you'll...

- Support the team in pulling together fresh, fun ideas for client engagement.
- Help coordinate suppliers and partners so everything arrives where it should, when it should.
- Keep proposals, budgets and delivery notes neat, accurate and on time.
- Be a safe pair of hands behind the scenes so our Engagement Team can shine in front of clients.

An Introduction to Gustaf

People Never Forget How You Made Them Feel...

Gustaf might only be 5 years old, but don't be fooled by our youthful good looks.

With decades of collective experience creating unforgettable creative events for some of the world's biggest brands, boosting employee engagement, and generally getting teams feeling great (and performing even better) – we're just good at hiding the wrinkles.

What You're Letting Yourself In For

At Gustaf, the pace is quick, the ideas are big, and the deadlines are real. We need someone who's dependable, organised, and happy rolling up their sleeves to support the Engagement Team.

If you get a kick out of being the glue that holds projects together — this role's for you.

Purpose of the Role

To provide coordination and organisational support to the Engagement Team in the planning and delivery of client engagement programmes.

Main Duties

- Engagement Support: Assist with generating ideas, preparing client proposals, and pulling together presentation materials.
 - Budgets & Logistics: Help keep track of budgets, costs and delivery timelines.
 - Supplier Coordination: Liaise with suppliers, obtain quotes, and make sure orders are placed and tracked correctly.
 - Account Support: Assist in preparing for client meetings, take notes, and follow up on actions.
 - Admin & Organisation: Keep documents, spreadsheets and project boards (like Monday.com) up to date.
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Essential Skills, Knowledge & Experience

- Organised with strong attention to detail.
 - Good written and verbal communication skills.
 - Comfortable juggling multiple projects and deadlines.
 - A people person who builds good relationships with teammates and suppliers.
 - Confident using Microsoft Office / Google Suite (Canva or Monday.com would be a bonus).
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Nice-to-Have Extras

- Experience working in an agency or events/engagement role.
- An eye for design (Canva) or social media skills.
- Previous use of project management tools like Monday.com.

Gustaf Values

GAME

Comfort zone? Nah. If an idea gives us goosebumps, makes at least a bit of sense, and we reckon we could do a top job of it...we're up for the challenge and ready to give it a go. Bring it on.

UGLY

We make gorgeous things happen. But when we need to work scrappy, we do whatever it takes to get the job done.

SOCIAL

We're all over the socials - big fans. But we're even better in real life. We love hanging out with great people and live for a good do, whichever side of the bar we're on. Or kitchen swing door. Or sound booth, or DJ decks.

TIGHT

Like any great rock band on a roll, every member of the Gustaf team performs their individual role to perfection. But together? We work and play in tune, we harmonise brilliantly, and we've got each other's backs. So no fallouts and no TVs out of hotel windows.

AUTHENTIC

We put on a performance, never a pretence. What you see is what you get. Straight-talking but never an unkind word. Always up for a laugh. And it shows.

FAST

It's all go at Gustaf. We work at a blistering pace, so when we do decide to do something, we don't hang about. Because if a job's worth doing, it's worth doing fast. Anyway, it's more fun that way.

Other Requirements

General

- Current driving licence.
- Ability to travel around the UK & overseas.
- Flexible approach to working hours.
- Comply with the company code of conduct at all times.
- Ability to work as part of a diverse team with colleagues from different viewpoints, cultures and countries.

Benefits

- 30 days holiday plus bank holidays
- Extra day's holiday on your birthday
- External & in-house training