

## JOB DESCRIPTION

<b>POST TITLE:</b>	Charity Event and Challenges Co-ordinator
<b>RESPONSIBLE TO:</b>	Associate Director of Events
<b>HOURS:</b>	37.5
<b>TERM OF POST:</b>	Permanent
<b>PROBATIONARY PERIOD:</b>	3 months

### PURPOSE OF THE POST

This role is for an experienced events and charity fundraiser who wants to take ownership of their own events and work in a close, busy team. You will be experienced, entrepreneurial, enthusiastic and highly organised to take on the role of Charity Event and Challenges Co-ordinator in our charity events team.

The team manages over 30 events each year from our luxury Butterfly Ball in London, international cycles, local abseils, a Ladies Lunch series to Colour Runner and Elf run in Stoke as well as supporting fundraisers in their own challenges, runs or treks.

You will need to hit the ground running as a member of the team, taking responsibility for a number of events and challenges as well as fast establishing your own new events to add to our calendar.

This is not a 9-5 role, it involves out of hours working on events across the UK. You must be able to juggle the demands of several events and team members, able to prioritise your workload whilst ensuring all supporters and stakeholders receive professional, first-class customer service, and the best possible event experience.

This is your chance to take on an exciting role in an ambitious, results-driven team as part of one of the UK's fastest growing charities. It's a demanding role, but the rewards are big when you know that every penny raised goes towards transforming the lives of disabled children and their families in the UK.

### DUTIES AND RESPONSIBILITIES

- You will need to have excellent communication skills, be persuasive, articulate and results-driven, with top class administration and organisational abilities, a stickler for detail and able to juggle many projects at once.
- Competent in Microsoft packages and experienced in using a CRM system.
- You will need to be flexible with your working hours in this demanding but rewarding role that will require regular evening and weekend working.
- This is a very varied role, you must be able to juggle the demands of several events and team members, able to prioritise whilst ensuring all supporters and stakeholders receive professional, first-class customer service, communications and the best possible event experience.

- You will work with the team to develop and deliver a national events strategy and grow income at an agreed ROI. You will need to hit the ground running and be bursting with new ideas to deliver new event income in 2019 and beyond.
- Develop new events in line with the Event's strategy, meeting participant and income targets and ensuring ROI and best NET income.
- Support and add value to the current team activities and events.
- Manage your own event P&L's, raising accounts paperwork and researching suppliers to source best prices.
- Create relevant supporting documents for events to include: guest packs, design, PR and marketing briefs, briefings for guests and VIPS.
- Dealing with different stakeholders, suppliers, beneficiaries, participants, guests - developing effective relationships.
- On the day event management.
- Support in the management of supporter database.
- Cold calls to source prizes for fundraising.
- Sponsorship and event sales calls to ensure maximum sales at events.
- Debrief, evaluate and improve events.
- Must have experience of delivering a portfolio of events that raises £100k - 500k.
- Experienced in delivering events with limited budgets and to strict ROI targets.
- Experienced in working in a busy environment, be a team player with a flexible approach and good communication skills.
- Ability to work under pressure to meet deadlines, prioritising your own workload.
- Organised and proactive approach.

## DISCLOSURE AND BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks will be carried out:

- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s):

This role is not exempt under the Rehabilitation of Offenders Act and is therefore eligible for a Standard DBS check.

**PERSON SPECIFICATION**

**CHARITY EVENT AND CHALLENGES CO-ORDINATOR**

<b>REQUIREMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
<b>Qualifications, education and training</b>	<p>Educated to A-Level, BTEC or equivalent.</p> <p>UK drivers licence.</p>	<p>Educated to Degree Level (or equivalent) in Events, Marketing or a similar discipline.</p> <p>Institute of Fundraising qualifications.</p> <p>Health and Safety and/or Risk Assessment qualifications.</p> <p>Minibus Driving Licence.</p>	<p>Application Form</p>
<b>Experience</b>	<p>2 years or more experience in an event or fundraising role.</p> <p>Fundraising experience and understanding of legislation.</p>	<p>2 years or more experience in an event specific role within a charity or in the third sector.</p> <p>Experience of delivering events with profit of £10k+ each</p> <p>Experience of delivery events with limited budgets to set ROI's.</p> <p>Personal Fundraising Experience.</p>	<p>Application Form and Interview</p>
<b>Knowledge</b>	<p>Event management &amp; planning.</p> <p>Fundraising principles.</p> <p>P&amp;L management, budgets and ROI's.</p> <p>Risk management.</p> <p>CRM systems.</p> <p>Sponsorship.</p>	<p>Volunteer management.</p> <p>Knowledge of licensing and catering.</p> <p>Securing high level sponsorship from corporates.</p>	<p>Application Form and Interview</p>

<p><b>Skills and abilities</b></p>	<p>Prioritising workloads and working to deadlines.</p> <p>Presentation and negotiation skills.</p> <p>Managing multiple projects.</p> <p>Cold calling and face to face selling and pitching.</p>	<p>Celebrity liaison.</p> <p>Ability to demonstrate skills / experience in Sales, Marketing, social media and PR</p>	<p>Application Form and Interview</p>
<p><b>Personal attributes</b></p>	<p>Articulate and well presented.</p> <p>Persuasive and results driven.</p> <p>Able to work well in busy environment and remain calm under pressure.</p> <p>Team player.</p> <p>Able to establish and maintain positive relationships with stakeholders.</p> <p>Able to manage.</p> <p>Good understanding of the charity sector.</p> <p>Commercial acumen.</p> <p>Enthusiasm for the event sector.</p>		
<p><b>Other special requirements</b></p>	<p>This role will require you to be flexible and have a can-do attitude, be solution focused, and have a drive for delivering the best possible events within the charity sector.</p> <p>UK wide travel will be involved.</p>		