Events Fundraising Executive

The role reports to: **Community and Events Manager**
The contract is: **Permanent**
Grade: **5**
The hours are**: 37.5 per week**

Location: Our head office is at St Barnabas House. You will have a base location at one of our offices (Chestnut Tree House/Martlets/St Barnabas House).

Job purpose

As Events Fundraising Executive, you will be an integral part of the Fundraising Department, delivering and growing income through third party and challenge events for St Barnabas House, Martlets and Chestnut Tree House Hospices.

Working with the Community Events Executive, will be responsible for planning and delivering the hospice events programme; developing and delivering marketing plans; and supervision of volunteers. This role has a special focus on recruiting, supporting and stewarding participatnts taking part in external events as well as developing new challenge events to grow income and supporter engagement.

Internal relationships

· Internal teams and colleagues Group wide

External relationships

Third party events stakeholders & Partners

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Key duties and responsibilities

- To plan, project manage and deliver third party and challenge events from outset to completion, ensuring that deadlines are met, and events are delivered on budget and meet projected income targets.
- Develop and deliver marketing plans, considering target audiences and collaborating with the marketing team, ensuring that a full evaluation is completed and that the organisational and event objectives are fulfilled.
- To manage your event budget – both expenditure and income targets.
- Be accountable for developing, planning, and delivering excellent stewardship to all event participants, maximising average gift, and building lasting relationships with supporters.
- Work with other teams within the fundraising department to offer specialist advice and support, working together collaboratively to meet wider organisational targets. Be an expert on events related health and safety, insurance liability and event delivery.
- Supervise volunteers; providing coaching, mentoring and support to staff if required.
- Keep up to date on new sector trends to ensure that St Barnabas Hospices is at the forefront of all aspects of events including marketing and stewardship activity and always complies with regulation and best practice.
- Work with the Voluntary Services team to recruit, manage and develop volunteers to enable the delivery of hospice events. Working with volunteers to ensure delivery of a safe and successful event.
- To take an active part in annual planning and quarterly reforecasting, and to be accountable for individual event performance.
- Manage, maintain, and build good relations with external suppliers holding them to account against contracts and Service Level Agreements.
- Evaluate activity and produce detailed post event reports, ensuring key learnings and insight is fed into planning of future activity as appropriate. Ensure results are shared across teams.
- Look for opportunities for sponsorship of events to increase income potential and build ongoing relationships.
- Be accountable for all compliance related tasks of events assigned to you including documentation regarding health and safety, insurance, and risk management, protecting the reputation of the hospices and safety of all event attendees.

Flexibility

This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

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The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other employees within the team, as appropriate.

Person specification

What you'll bring:

	Essential criteria	Assessment method
Education/ Qualifications	• A good standard of general education to A level or equivalent and/or qualified by experience	Application Certificates
Experience	• Substantial event management experience including proven experience in autonomously organising and running events. • Demonstrable experience in development and delivery of marketing and promotional campaigns. • Strong organisational, prioritisation and time management skills and ability to manage tasks simultaneously and deliver to deadlines. • Experience of working across departments in a similar sized organisation. • Proven experience of devising and monitoring relevant performance indicators for events / fundraising campaigns. • Results and targets orientated, with strong analytical skills. • A professional and accountable approach to all areas of work with the desire and commitment to continuously improve. • Excellent interpersonal, communication, presentation, and negotiation skills, with the ability to adapt for different audiences. • A robust, confident, 'can-do' attitude that thrives on challenges and is calm under pressure. • Own transport and a full, driving license preferable. • Fundraising experience and/or understanding of the charity sector would be an advantage.	Application Interview References

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	• Experience of managing volunteers or staff is desirable but not essential. • A positive and flexible approach. • To be professional and credible when representing St Barnabas House Hospices. •	
Knowledge, skills and abilities	•	Application Interview References
Personal attributes and values	•	Application Interview
Other	• Standard/Enhanced DBS (delete as appropriate) • A valid UK driving licence and use of own car due to location of role	Application Recruitment checks

Other duties

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Assistance

The hospices have the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of health and safety.

Confidentiality

You should be aware of the confidential nature of the hospice environment and/or your role. Any matters of a confidential nature relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

Data protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Health and safety

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You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

Infection control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the hospices' Infection Prevention and Control Policies.

Safeguarding

At Southern Hospice Group, we are committed to safeguarding and consider that it is everyone's responsibility. Most colleagues are considered to be People in a Position of Trust. This is because you are employed in a position where you may have direct or indirect access to children, vulnerable adults or information in relation to those persons. All staff and volunteers are required to be aware of and adhere to Group safeguarding policies and attend the appropriate training as and when necessary.

Travel

The organisation has offices in Arundel, Hove and Worthing and you will have a base location at one of these. Where it is a requirement of the role to work across our different offices, it is anticipated that you are likely to spend up to two days a week working at one or more of these locations, as required.

Vision and values

Our vision is to ensure that anyone facing a life limiting illness should receive the care and support they deserve. Our values are that we are *Caring*, *Connected* and *Courageous*.

Job description

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the hospices.

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