

WHAT'S THE ROLE?

SPORTING EVENTS FUNDRAISING EXECUTIVE

My role is varied: I will project manage a number of third-party events and support the delivery of other activities across the team to generate income from the programme. This could include leading participant recruitment and building relationships with key stakeholders and event organisers. I work actively and flexibly to ensure collaboration for delivery of the charity's business plan and strategy.

AS PART OF YOUR ROLE YOU'LL...

- Lead on the event delivery, recruitment of participants, and supporter journeys, for a number of key third party events, including the Great North Run.
- Build relationships with key internal and external stakeholders to deliver successful events.
- Draft design and communications briefs, and work closely with colleagues across the organisation, to ensure communications plans are delivered to and high-quality creative materials are produced to time.
- Work with the Communications team to ensure good coverage of specific sporting events is secured and work with the Volunteering team to recruit volunteers for events.
- Work closely with the Assistant Head of Events and Community Fundraising to set budgets for key events, and to report back regular on their performance against their budget.
- Provide advice to the general public and colleagues on queries relating to Sporting Events
- Keeping in touch with of developments in the sector, as well as the needs of our supporters
- Provide support at fundraising events out of office hours evenings and weekends.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE

- Strong passion for delivering exceptional experiences for participants
- Ability to negotiate with key stakeholders when drawing up event contracts
- Strong eye for detail
- Experience of using a database to maintain accurate records and reporting on results
- Excellent organisational skills to support complex activity streams – using own initiative when required and able to manage multiple and competing priorities and deliver in a fast-paced environment
- Experience of effective budget and third-party supplier management
- Excellent communicator – confident and competent to communicate with a range of internal and external stakeholders
- Ability to write clear and motivational communications
- Proven analytical skills

- Confident using social media platforms
- Proven ability to maintain confidentiality and act with discretion when handling sensitive and confidential information
- Actively supports our commitment to equity, diversity, inclusion and allyship

YOUR ROLE: THE NUTS AND BOLTS

Your line manager: Assistant Head of Events and Community

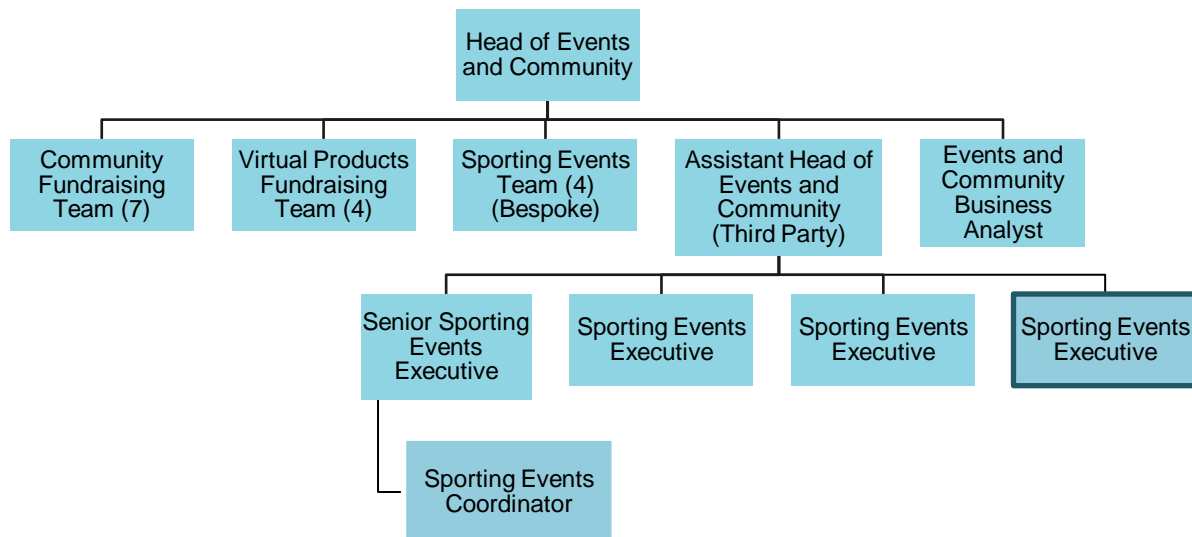
Pay Band: Band 2B - Executive

Contract: Permanent

Hours: Full time; 37.5 hours per week

Location: Hybrid working – a combination of remote and in-person working at our London Bridge office. You’d need to be in the office one day per week and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

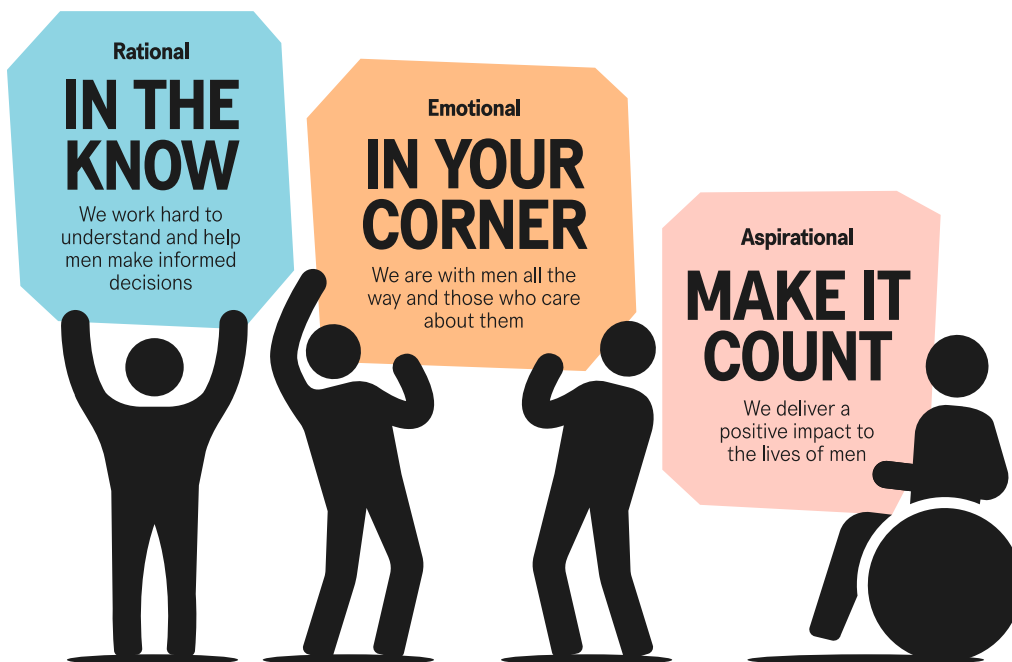


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<p>GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.</p>	<p>GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.</p>	<p>DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.</p>
<p>NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.</p>	<p>OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.</p>	<p>NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.</p>