



**ANTHONY  
NOLAN**

Saving lives through stem cells

RECRUITMENT PACK

FULL-TIME

FUNDRAISING

PERMANENT

**Events**

**Coordinator**



## We are Anthony Nolan

We're here to uncover the answers inside us. Answers for people with blood cancer and blood disorders. Answers that will not only improve lives today but save them tomorrow.

Every day, we match incredible individuals willing to donate their stem cells to people who desperately need a lifesaving transplant.

It all began in 1974 when Shirley Nolan's three-year-old son Anthony was in urgent need of a bone marrow transplant. She set up the world's first register to match donors with people in desperate need and with it, our charity. Today we are pioneers in transforming the lives of those needing stem cell transplants across the globe and we currently give four people a day another chance to live.

But we're not stopping there. We have always believed new ways to save and improve lives can, and must, be found.

Driven by patients, backed by stem cell donors, and powered by science, we won't stop until everyone who needs a transplant can find their lifesaving match and every patient who needs us can not only survive, but thrive.

As we build on our 50 years of experience and expertise to keep pushing the boundaries of what we can achieve for our patients, we hope you will join our incredible team as we embark on a journey to [unlock new ways to treat every patient](#).

## Our vision

A future where every patient who needs us can survive and thrive.

## Our purpose

Uniting people and science to unlock the cures, treatments and transplants that will transform the future for more patients.

## Our aims

- **Survival:** To give every transplant patient the best chance – and quality – of life.
- **Equity:** To ensure all patients have the best access to, experience of and outcome from, treatment.
- **Progress:** To explore and embrace new cell therapies and make them available for patients more quickly

## Our commitment to equity, diversity & inclusion

**We celebrate** diversity in all its richness, including ethnicity; race; socioeconomic background and status; gender; disability and exceptionalities; language; religion; culture; sexual orientation; neurodiversity, and geographical area.

**We value** the invisible and visible qualities that make you who you are and cultivate a culture where you feel a real sense of belonging and can bring your full self to work.

**We welcome** you as an individual who brings unique experiences and perspectives that will help us to realise our vision and purpose to unite people and science to unlock the cures, treatments, and transplants for more patients.

**We strive** to embed equity, diversity, and inclusion practices in every aspect of our daily work.

**We are proud** of the progress we have made, but know that meeting our commitment to equity, diversity and inclusion is an ongoing endeavour.

**We respect** the voice, experience and perspective of every member of our diverse community of supporters, partners and patients.

**We commit** to supporting and promoting equity, diversity and inclusion best practice for every member of the Anthony Nolan community.

## Welcome from the Senior Events Manager

Thank you for your interest in the Events Coordinator role in the Supporter-Led Fundraising team at Anthony Nolan. The Supporter-Led Fundraising team looks after all supporters choosing to fundraise for Anthony Nolan through taking on Challenge Events, Community Fundraising and those taking part in our product offerings. We're a friendly and close team, who work to give our supporters the best possible experience with Anthony Nolan.

Our supporters are at the centre of everything we do. We are looking for a fundraiser passionate about challenge events and building relationships to join our team. If you think that sounds like you, we would love to hear from you.

Please don't hesitate to contact me if you have any questions about the role or Anthony Nolan.

Thank you,

**Nicole Murray**

**Senior Events Manager**

[nicole.murray@anthonymolan.org](mailto:nicole.murray@anthonymolan.org)

## Background

The Events Coordinator role plays a vital part in our Challenge Events stream, managing a portfolio of events to deliver income and participant number targets, providing excellent supporter care, building strong, long-term relationships and maximising supporter development opportunities.

## Key responsibilities

These include but are not limited to:

- Lead on the marketing for the events in your portfolio, collaborating with marketing, digital and other key teams within the Engagement division.
- Develop and deliver the supporter journey for events participants in your portfolio to deliver an excellent supporter experience, build strong, long-term relationships and meet agreed income targets.
- Plan and deliver the logistics of events in your portfolio, including managing activity on event days.
- Ensure that all events are managed efficiently and effectively, tracking and reporting on results and supporter feedback to inform decision making for future activity.
- Work with the wider team to deliver the strategy and current plans, contribute to future development, team improvement and innovation projects.



## Essential attributes

- Experience of working in events fundraising, or a relevant discipline.
- Experience of developing and delivering segmented supporter journeys to maximise income and long-term support from supporters.
- Excellent interpersonal and relationship building skills.
- Excellent written and verbal communication skills.
- Excellent listening skills and ability to pick out important details from discussions with supporters.
- Great administrative skills including experience of using a database, web-based technology, and excellence in MS Office.
- Ability to work with budgets.
- Ability to work well under pressure, meet deadlines and have a positive approach to problem-solving.

## Terms of appointment

**Salary:** £30,398 per annum

**Contract:** Permanent, full-time

**Location:** Hybrid, with head office in Hampstead, London

### Benefits:

<b>Financial</b>	<b>Wellbeing &amp; Health</b>	<b>Family Friendly</b>
✓ Enhanced Pension Scheme	✓ 27 days annual leave (plus bank holidays)	✓ Paid dependents leave
✓ Travel Insurance & Loan	✓ 24-hour Employee Assistance Hotline	✓ Enhanced Maternity, Paternity & Adoption pay
✓ Salary Sacrifice Car Scheme	✓ Medical Cash Plan	✓ Flexible start/finish times (role dependent)
✓ Life Assurance (4x annual salary)	✓ Cycle to Work scheme	
✓ 1000s of discounts!	✓ Gymflex	

And more! (full list of benefits available on website)

## How to apply

Go to [anthohnolan.teamtailor.com/jobs](https://anthohnolan.teamtailor.com/jobs) and click on the relevant job. You will be asked to fill in some details, add a covering letter and upload your CV.

We will contact you to let you know if you have been successful in being invited to interview or not.

If you have any queries, please email [recruitment@anthohnolan.org](mailto:recruitment@anthohnolan.org)

Anthony Nolan is a [Disability Confident Committed](#) and [Living Wage](#) accredited employer.