



ARE YOU ANTHONY NOLAN?

RECRUITMENT PACK

SENIOR SPECIAL EVENTS MANAGER

JOB DETAILS

Job title:	Senior Special Events Manager
Job band:	3
Reports to:	Chief of Fundraising
Direct reports:	1
Hours per week:	35 (standard Anthony Nolan working hours)
Contract:	Permanent
Date:	January 2024

**ANTHONY
NOLAN**

saving the lives
of people with
blood cancer

[**anthonymolan.org/jobs**](https://anthonymolan.org/jobs)

WE ARE ANTHONY NOLAN

Every day, we match incredible individuals willing to donate their blood stem cells, bone marrow or cord blood to people with blood cancer and blood disorders who desperately need a lifesaving transplant.

We are pioneers in transforming the lives of those needing stem cell transplants across the globe, and we have always believed new ways to save and improve lives can and must be found.

It all began in 1974. With her three-year-old son Anthony in urgent need of a bone marrow transplant, Shirley Nolan set up the world's first register to match donors with people in desperate need.

Now, we help **three people each day** find that lifesaving match, conduct world-class research, and provide essential patient information and services to support people before, during and after their transplant or treatment.

It starts with someone being ready and waiting to help. And thanks to the generosity of our donors, the great minds in our labs, and the selflessness of our supporters, it can end with someone's life being saved.

Now, we're building 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 CHIEF OF FUNDRAISING

Thank you for your interest in this role. We have just launched our ambitious new five-year strategy where we set out our vision where every patient who needs us will survive and thrive. The Fundraising division plays a critical role in enabling Anthony Nolan to deliver its lifesaving work. This is an exciting time to join this organisation where you can see the impact of your work saving the lives of people every day.

The Special Events team encompasses events that either directly deliver income, such as our Christmas Carols, or support the growth of income across our high value streams. The team also supports on the delivery of wider organisational goals by managing some events with a clinical focus and audience. It's a particularly exciting time to join the team as we celebrate our 50th year in 2024, with additional high-profile events.

If you have the skills, experience and qualities we are looking for and you are inspired by what we can achieve, we'd love to hear from you.

Nicky Read

Chief of Fundraising

Nicky.read@anthonymolan.org

KEY RESPONSIBILITIES

These include but are not limited to:

- Devise and deliver the special event strategy and programme.
- Work collaboratively across high value teams to develop and deliver a programme of events to support ambitious growth across these areas.
- Manage a selection of special events such as the Christmas Carols and Anthony Nolan Supporter Awards.
- Oversee a series of clinical educational and relationship building events, managed by the Coordinator, ensuring a consistent and professional experience for guests.
- Work with senior stakeholders, both internal and external, developing excellent relationships, to deliver the events.
- Develop multi- year plans, budgets and non- financial KPIs for special events, reporting and reforecasting.
- Manage, coach and support the team to achieve their targets.
- Brief and manage external suppliers, ensuring high standards of delivery.
- Drive analysis and evaluation of all activities to continually improve and focus team efforts most effectively.

- Identify key corporate and media partners to support special events, identifying and implementing sponsorship deals.
- Ensure all events meet charity law and regulations, health and safety and reflects best practice, including data protection.

ESSENTIAL ATTRIBUTES

- Proven experience of full end-to-end event management including operations and logistics, supplier and sponsor management and supporter/guest experience.
- Experience of developing a special events strategy to support income growth in high value fundraising.
- Experience of a coaching style of line management and support.
- Excellent understanding of the principles of supporter stewardship.
- Ability to work with senior managers and cross team to collaborate on shared projects and goals.
- Experience of developing and managing plans and budgets, meeting and exceeding targets, doing monthly reconciliations and quarterly reforecasts.
- Excellent interpersonal and communication skills to build relations with a range of senior internal and external stakeholders, influencing them to deliver.
- Excellent understanding of fundraising best practice within an events context, plus health and safety guidelines.
- Excellent at prioritisation, working well under pressure, being proactive and flexible.

TERMS OF APPOINTMENT

Salary: £42,000 - £45,000 per annum, dependent on experience

Contract: Permanent

Location: Hybrid, with head office in Hampstead, London

Benefits:

Financial	Wellbeing & Health	Family Friendly
✓ Enhanced Pension Scheme	✓ 27 days annual leave in addition to normal public holidays	✓ Paid dependents leave
✓ Travel Insurance		✓ Enhanced Maternity, Paternity & Adoption pay
✓ Interest free Travel Loan		

- ✓ Salary Sacrifice Car Scheme
- ✓ Life Assurance (4x annual salary)
- ✓ 24-hour Employee Assistance Hotline
- ✓ Medical Cash Plan
- ✓ Cycle to Work scheme
- ✓ Gymflex
- ✓ Flexible start/finish times (role dependent)

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

HOW TO APPLY

Go to anthonymolan.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@anthonymolan.org



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CURING CANCER



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