



Job Title:	Events and Community Fundraiser		
Hours:	37.5 hours	Status:	Permanent
Accountable to:	Community Fundraising Manager		
Remuneration: Per annum	£34,608	Responsible for:	N/A
Location:	O'Hanlon House, Luther Street, Oxford, OX1 1UL		

About us:

We are an open door for people experiencing homelessness whose lives have been shaped by trauma and disadvantage; providing safety, stability and support when it is needed most. We deliver this support across Oxfordshire by providing a range of accommodation with access to high quality support, offering a safe and welcoming space for people to take control of their own lives.

Main purpose of job:

The Events and Community Fundraiser will take responsibility for the planning and delivery of Homeless Oxfordshire's events and third party events, and provide exceptional care to our community fundraisers. Working closely with the Community Fundraising Manager and Partnerships Fundraising Manager and the wider Fundraising and Communications team, they will plan and run a calendar of events to engage our community and corporate supporters, as well as the general public, with the aim of raising money for and awareness Homeless Oxfordshire.

They will work with the Community Fundraising Manager to develop and build relationships with community and corporate supporters, and give talks to community groups (schools, faith groups, local organisations etc.) to encourage their support for the charity.

Main Areas of Responsibility:

Events planning and delivery

- Oversee planning and delivery of our community and corporate events including the Golf Day, Race Across Oxfordshire, the Business Breakfast, HOxStock, and the Thank You event.
- Liaise with venues, suppliers and contractors to ensure all events are well planned and professionally run.
- Manage all event communications, from invitations, registration, to event day and follow up, ensuring an excellent support journey throughout.



- Support the Community Fundraising Manager on third party events, including Homeless Oxfordshire's participation in the Oxford Half Marathon, the London Marathon, London to Brighton bike ride and other challenge events.
- Manage and plan event day activity at third party challenge events.
- Support community groups who are running their own "in aid of" events for Homeless Oxfordshire, providing materials and promotion and attending events where appropriate.
- Ensure timely communications and stewardship of all challenge event participants.

Community Fundraising

- Support the Community Fundraising Manager to research and identify community fundraising prospects, and deliver communications and approaches to engage schools, colleges, faith groups and other community organisations.
- Give talks to community groups (schools, faith groups, local organisations etc.) to encourage their support for the charity and represent Homeless Oxfordshire at community fundraising events.
- Support the Partnership Fundraising Manager to steward employee fundraising activities e.g. bake sales, Giftmas collections etc.
- Work with HR and the Community Fundraising Manager to recruit and manage Community Fundraising Volunteers who can give talks to community groups.
- Work with the Community Fundraising Manager and Marketing and Communications Manager to develop presentations and resources to enable volunteers to represent Homeless Oxfordshire at community events.
- Oversee the administration linked to community fundraisers, including updating the database with communications and monitoring and managing fundraising materials.
- Support community fundraisers to use and register on third party platforms e.g. JustGiving, Enthuse, providing encouragement and tips for securing sponsorship and funding.
- Ensure timely and professional communication and interaction with community supporters, and prompt thanking of fundraisers and donors.
- Take responsibility for responding to/redirecting all emails to the shared fundraising inbox.
- Undertake other relevant duties, supporting the Fundraising and Communications team as required.

General Duties:

- Compliance with Homeless Oxfordshire's policies and procedures.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.



- Contribute to the work of the broader team.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- Be prepared to work evenings and weekends, as the job reasonably demands. Time off in lieu will be given.

Key internal working relationships:

- Community Fundraising Manager, Partnerships Fundraising Manager, and Fundraising and Communications Team.
- CEO and Senior Management Team.
- Support Staff and Resident Engagement Team.

Key external working relationships:

- Schools, colleges, and universities.
- Local faith groups.
- Other community groups, e.g. Women’s Institute, Guides, Scouts etc.
- Challenge event participants.
- Third party event organisers and fundraising platforms e.g. JustGiving.

Person Specification:

Factors	Essential	Desirable	Recruitment Selection Method (Application, Interview, Assessment)
Knowledge, Experience, Qualifications, Professional Memberships & Training	<ul style="list-style-type: none"> • Experience of managing relationships with supporters. • Comfortable presenting to community groups • An understanding of the sector, a commitment to the organisation and empathy with residents. • A full, clean driving license and use of a car. 	<ul style="list-style-type: none"> • Experience of events planning and delivery. 	
Communication, Engagement & Relationships	<ul style="list-style-type: none"> • Ability to build strong relationships within the team, wider charity and with funders and community groups. • Inspiring and engaging communications skills • Confident networker. • Ability to recognise what motivates 		



	<p>a supporter to ensure they have a meaningful relationship with Homeless Oxfordshire.</p>		
<p>Analytical, Problem Solving & Judgement Skills and organisational skills</p>	<ul style="list-style-type: none"> • Ability to address challenging situations respectfully. • Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. • Ability to identify and resolve risk management issues. 		
<p>Standards & Compliance</p>	<ul style="list-style-type: none"> • Computer literate with the capability of using Microsoft Office applications. • Knowledge of GDPR compliance. • Ability to understand and maintain confidentiality. • Report to the Head of Fundraising & Communications any safeguarding concerns without delay in line with procedures. 		

Safeguarding statement:

Homeless Oxfordshire is committed to safeguarding and promoting the welfare of all adults, children and young people who are at risk of harm and that come into contact with our services. We believe that all adults, children and young people have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the wellbeing of the vulnerable adult, child or young person is paramount. As a result, we have a robust safeguarding policy to ensure everyone is treated fairly and a whistleblowing policy to enable people raise any concerns confidentially. We expect everyone (employees, trustees, associates, volunteers and anyone working on behalf of the Company) to share this commitment and read, understand and adhere to this policy and related procedures.

Equal Opportunities:

We employ people on the basis of their abilities. We strive to attract and develop talent that is representative of our clients and all sections of the society, and do not discriminate based on of age, faith, disability, race, gender, sexuality and socio-economic, regional or cultural background. If you are shortlisted and need us to make any adjustments to help you attend for interview, please let us know.