

WHAT'S THE ROLE?

ENGAGEMENT EVENTS MANAGER

I am part of the Experience and Engagement team, within the Communication's directorate. I have line management responsibility for two team members. I own our Engagement Events strategy and manage the Engagement Events programme. Throughout the year, this ranges from our research conferences to carol concerts, educational webinars to high-value philanthropy events. Where our separate Events and Community team looks after a programme of sporting and community fundraising events, my team's events are primarily about cultivating supporters, fueling their loyalty, satisfaction and trust.

We also support other teams to reach their objectives, such as Philanthropy, Partnerships and Research, in line with the wider organisational strategy.

THIS ROLE WOULD BE GREAT FOR YOU IF YOU...

- Own an events strategy with a focus on cultivation and relationship building, including setting and delivering challenging team KPIs and factoring in financial and non-financial benefits.
- Drive customer loyalty, satisfaction and trust through a series of events.
- Motivate and empower an events team in managing events. Act as a role model to the team, delivering strong leadership and inspiring high performance in order to achieve the charity's ambitious strategy.
- Oversee the management of external suppliers, ensuring they are all working to agreed terms and conditions.
- Ensure the proper management, reporting and reforecasting of events budgets, including maintaining accurate income and expenditure records for each event.
- Co-ordinate and contribute to evaluations on each event.
- Work with data teams to make sure events strategy and the planning processes are data driven.
- Work with the wider team to ensure highly effective customer journeys around the event programme, motivating our audiences to further action and deepened engagement.
- Promote the work of your team across the organisation, fostering excellent collaborative work.
- Are responsible for ensuring senior stakeholders such as the CEO, Executive Team, trustees, event committees, celebrities and royal liaison are fully briefed on all relevant events and projects.

WHO YOU ARE

- A natural strategic and long-term thinker with good understanding of how events contribute to a supporter's overall experience and engagement.
- An integrous and effective leader with excellent line management skills – highly self-aware, committed to the professional development of others, with an empathetic communication style.

- Excellent interpersonal, negotiation and relationship building skills, listening and bringing people together around shared goals and areas of interest.
- A skilled project manager with ability to work under pressure and meet deadlines with great time management and used to managing multiple complex stakeholders through various projects.
- A proven track record of managing multiple successful events from charity or commercial sector, prioritising exceeding customer/supporter expectations at every turn.
- Naturally curious about the behaviour and motivations of our audience, with the ability to interpret data and build a strategy based on insight.
- Excellent budget management skills - rigorously detailed and considerate of charity resources.
- Strong communication skills – written and verbal – and can engage and motivate others towards a goal.
- Actively promotes our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

Your line manager:

Engagement Lead

Pay Band:

4 - Manager

Contract:

Permanent

Hours:

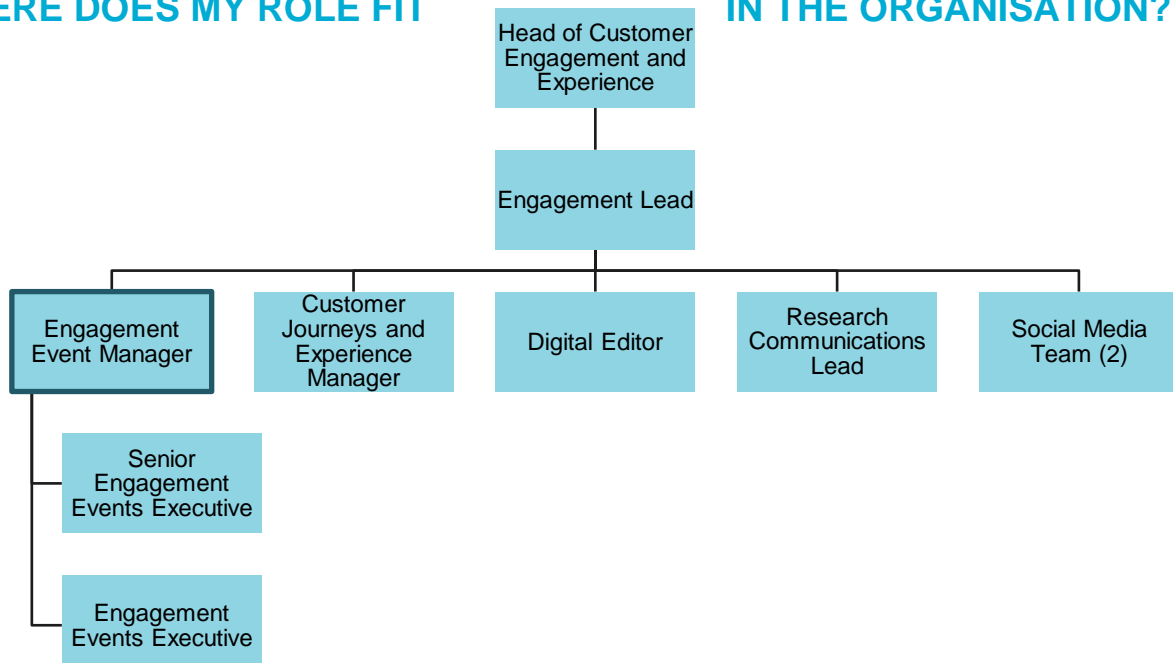
Full time; 37.5 hours per week. We're happy to consider requests for flexible and part-time working on hiring.

Location:

Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office minimum once per month and we may need you to come in for specific meetings. This role will also involve travel to events.

WHERE DOES MY ROLE FIT

IN THE ORGANISATION?

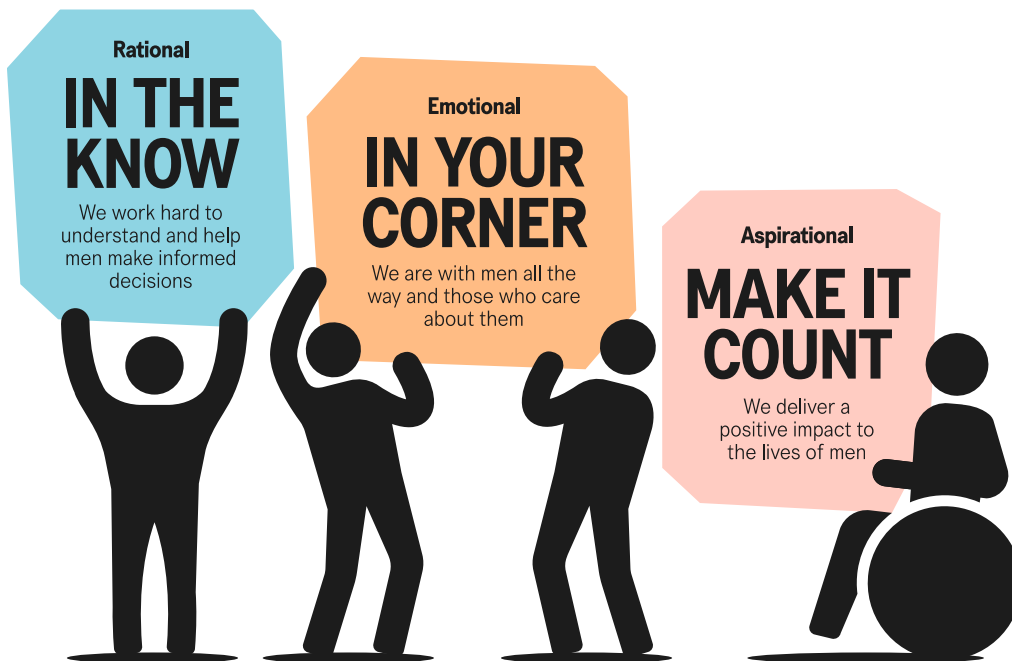


OUR CULTURE

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>

HOW TO APPLY

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

PART ONE

Please address the core/essential 'who I am' skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.

This provides you with a great opportunity to showcase your knowledge, skills, and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

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- An integrous and effective leader with excellent line management skills – highly self-aware, committed to the professional development of others, with an empathetic communication style.
- A proven track record of managing multiple successful events from charity or commercial sector, prioritising exceeding customer/supporter expectations at every turn.
- Naturally curious about the behaviour and motivations of our audience, with the ability to interpret data and build a strategy based on insight.

Part two:

Please provide us with any further supporting information that you feel will benefit your application. You may want to reference the values and behaviours sections.

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email hr@prostatecanceruk.org

We look forward to receiving your application!