

# Event Fundraising Officer



**Weston  
Park**

Cancer Charity

Together at every step.

### Working here

<b>Position:</b>	Event Fundraising Officer – Grade 3
<b>Reporting to:</b>	Events Manager
<b>Responsible for:</b>	No direct reports
<b>Job location:</b>	Primary base Weston Park Cancer Charity Hub, Whitham Road or Weston Park Cancer Support, Northumberland Road, Sheffield with some at home working. Event site working as required across South Yorkshire with occasional national events.
<b>Hours:</b>	37.5 per week  This post will include weekend and evening work throughout the year. The charity offers an excellent Time in Lieu policy and/or pay for events outside of your normal working hours.
<b>Salary:</b>	£ 24, 992- Grade 3. Our Policy is to recruit at the bottom of the salary grade, unless significant relevant experience can be demonstrated.
<b>Contract length:</b>	Permanent

### What we do

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For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advise and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.



### Main purpose of post

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The main purpose of this post is to work alongside the Events Manager and Fundraising team to help deliver a range of charity events, both Weston Park Cancer Charity led and third party events, throughout the year. This will also involve seeking out new opportunities and events that the charity can get involved with in order to continually grow the events portfolio year on year.

This Role will also involve working closely with our supporters, especially those attending/taking on an event for the charity by providing a high level of donor care.

We are looking for someone with a passion for events and the charity sector, and the ambition to help continually grow our event generated income.

### What you do

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#### Key Responsibilities:

- Work with the Events Manager to plan, organise and deliver the Weston Park Cancer Charity key events across the year including: Doncaster Race Evening, Golf Days, Walk as One and Sing Under the Stars.
- Work with the Events Manager to deliver third party active events including: Skydive, Yorkshire Three Peaks and Great North Run.
- Provide support as well as lead on other events that the charity may be involved with throughout the year including hospital engagement events.
- Work with the Events Manager to continually develop the charity events portfolio for 2025 and beyond
- Provide high level donor care to support donors on their 'journey' for those taking on an event for the charity, through exploring opportunities to feel connected and enthusiastic about the work that we do. This will involve welcoming supporters, sending them good lucks and following up with them post event to see how they got on.
- Work closely with our fundraising platform, Raisely, to give our supporters the best stewardship journey possible.
- Seek new event opportunities that Weston Park Cancer Charity could partner with or be involved in.
- Keep up to date with current event trends

## Events Fundraising Officer- Band 3

- Represent the charity at charity events across the region and the UK
- Understanding the opportunities for developing new relationships as well as retaining existing ones.
- Working on agreed targets and objectives to increase both awareness of the charity, and funding to maintain it's vital services.
- Working as part of a supportive fundraising team to positively promote Weston Park Cancer Charity within South Yorkshire, North Derbyshire and North Nottinghamshire.
- Support the whole fundraising team with innovative and creative ideas for income generation that make us stand out from the crowd.
- Ensure that all communication and interaction with donors is captured through the Fundraising database CRM System and that all donors are thanked timely and efficiently.
- Apply the guidance provided by the Fundraising Regulator and Institute of Fundraising or any fundraising governing bodies to any fundraising activity
- Providing support for fundraising initiatives, campaigns & events during the year
- Attend and contribute to team meetings and 'away days' and be an active, invested member of our team

### General Responsibilities:

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, volunteers, visitors and themselves.
- Participate in personal and organisational training and development and performance framework meetings

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

### Who you are

- A team player with a 'can do' attitude & part of a fast-paced events and fundraising team
- You will have excellent communication skills (both written and oral) as you will be supporting donors over email and the phone as well as liaising with external venues and suppliers
- You are happy to work in a variety different locations Ability to organise and manage projects through to completion. To work on own initiative by managing your own workload and priorities to agreed deadlines
- You will be a forward thinking and environments, you are practical and keen to be involved in all aspects of event delivery
- Participate in and contribute to team meetings
- Continually strive to learn and develop and up skill in all areas of Fundraising and Events Fundraising.

### Our Total Rewards Package

**Weston Park Cancer Charity**  
Together at every step.

## Our Total Rewards Package

At Weston Park Cancer Charity we have set out to create the best life for everyone living with and beyond cancer; our staff are an important part of making this happen.

These are just some of our key benefits, depending on the role and eligibility.

- Annual leave**  
27 days (plus bank holidays) annual leave. Option to purchase additional five working days per year.
- Pension**  
A minimum 4% employee / 6% employer contribution through our Auto Enrol private pension scheme.
- Health scheme**  
Westfield Health level 4 coverage.
- Maternity/paternity**  
12 weeks maternity leave at 100% pay and an additional six weeks at 50%. Up to two weeks full paternity pay.
- Additional rewards**  
We also offer hybrid working, death in service cover and NHS benefits, along with other rewards.

Find out more and apply to join our team at [westonpark.org.uk/join-the-team](https://westonpark.org.uk/join-the-team)

## Person Specification

### Methods of Assessment:

A = Application

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
Educated to degree level or equivalent		√	A/I
Competent driver with a full clean driving license	√		A/I
<b>EXPERIENCE, KNOWLEDGE, SKILLS &amp; ATTRIBUTES</b>			
Experience of working in a customer facing role	√		A/I/R/T
Experience of working in an administrative role		√	A/I/R/T
Experience of working or volunteering in the events sector or of similar industry		√	A/I/R/T
An understanding and appreciation of the workings of the charity sector		√	A/I/R/T
Communication skills	√		A/I/R/T
Planning and organisation and scheduling skills to manage a varied workload	√		A/I/R/T
High level of literacy	√		A/I/R/T
IT skills (proficient with Outlook, Word, Excel & use of databases in particular)	√		A/I/R/T
Ability to work effectively as part of a team	√		A/I/R/T
Willingness to work outside of office hours as required	√		A/I/R/T

## How to apply

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**Closing date:** Monday 20<sup>th</sup> May 2024 @ 9am

**Interview date:** w/c 3<sup>rd</sup> June 2024

Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

**Apply to:** [HR@wpcancercharity.org.uk](mailto:HR@wpcancercharity.org.uk)