



Leading the way  
for charity finance

# Your next move

## Working for CFG

Events Assistant  
(Conferences and Trainings)

April 2024



# Good to meet you!

Let's get to know one another

**If you're here then you're probably thinking about working for CFG. But who are we and what do we do?**

Charity Finance Group (CFG) is the charity that supports all other charities to make the biggest difference possible. We do this by helping them to make their money and resources go further, by putting financial leadership at the heart of their decision-making.

We strive to up-skill the sector, and we work together as a community to create a more supportive environment for charities to operate in.

We work and partner with thousands of brilliant people...



# Meet the CFG Team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the table, wherever that's located.

We do this with a sense of humour and in a friendly, supportive environment, whether from home, a remote desk space nearby (we will help find one if needed) or from our serviced office in London.

Wherever we are, we make great things happen together!



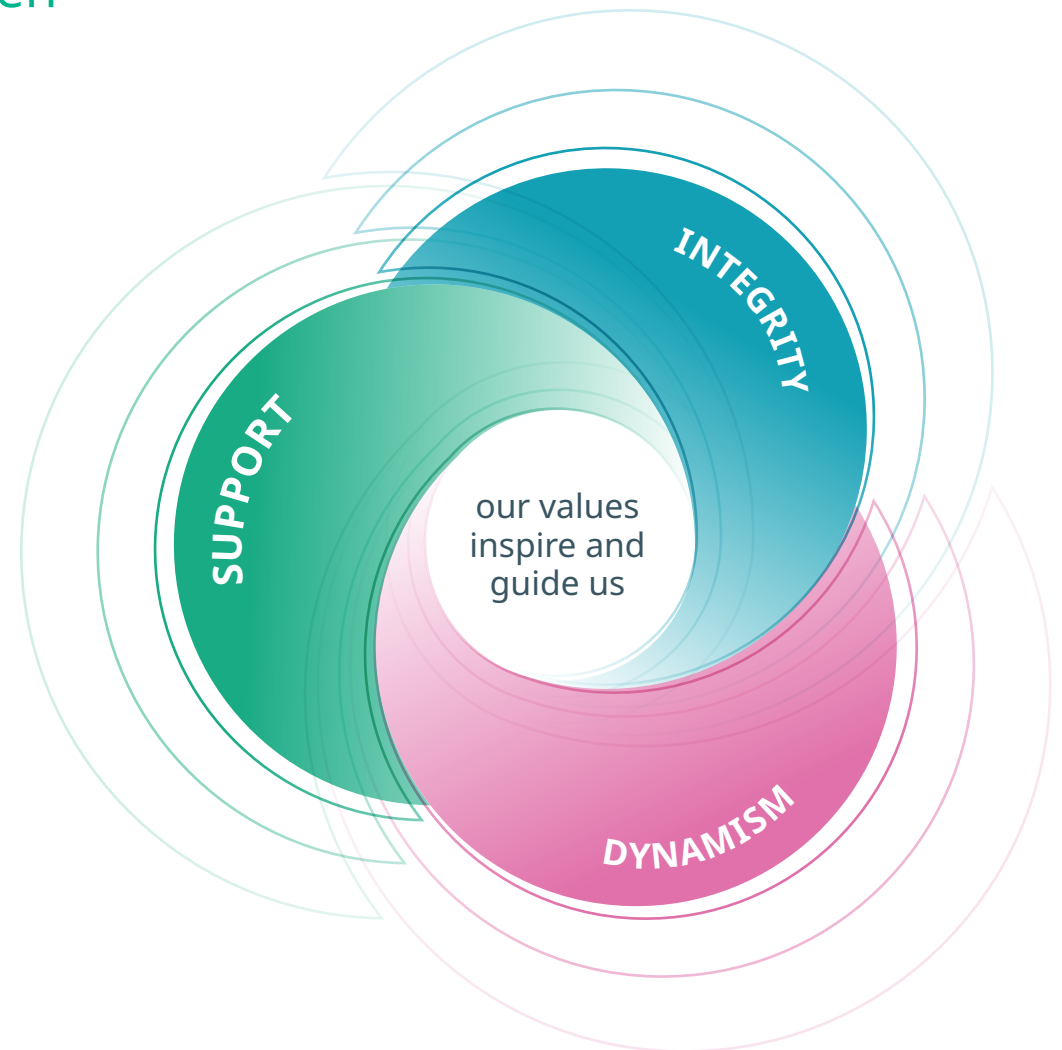
# CFG's values

Together, we make great things happen

**At CFG, we put our shared values at the heart of all that we do. Integrity. Support. Dynamism.**

We believe that people perform at their best when they are happy at work. So, we strive to create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not. When we get this right, we achieve brilliant results together, making CFG a truly inspiring and enjoyable place to work for everyone.



# Why work for us?

Here are just some of the benefits...



**The most productive, successful and enjoyable organisations to work for are the ones that champion diversity, collaboration, innovation and creativity.**

There's lots of potential for development and progression at CFG and within the wider charity sector. We offer superb benefits, including a generous pension contribution, flexible working, four paid volunteering days and access to our 24-hour, free and confidential mental wellbeing platform, Plumm.

So, what role are we looking to fill right now? And who are we looking for? Read on...

# Who are we looking for?

## Events Assistant (Conferences and Trainings)

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Salary: £27,647

35 hours per week, Monday to Friday

Permanent

This role is remote first, whether at home or a suitable location near you (if home is not suitable). We work remotely but are required to attend quarterly staff away days, and ad hoc meetings and events. Travel costs are paid up-front by CFG.

Working closely with the Conference and Trainings Manager and wider events team, you will be responsible for producing and delivering a number of events, trainings, and conferences for CFG members and non-members. We are looking for someone who is solutions-focused and enjoys managing a project end-to-end.

With a keen eye for detail, you will be able to juggle various aspects of agenda development, speaker recruitment and management and other aspects of an event delivery.

As well as having pride in your organisational skills and ability, you will also have a passion for developing new skills. This role will suit you if you are self-motivated and able to prioritise your workload and deliver a project to deadline.

# Job description

## Purpose of the role

As a member of the events team and part of the Commercial Services & Marketing Directorate, you will work with and support the Conferences and Trainings Manager and contribute to the delivery of the conferences and trainings, with the aims of:

- Providing an excellent standard of training and events/conferences for our delegates
- Generating commercial revenues for CFG from conferences and trainings
- Bringing together our charity members and our corporate partners to allow sharing of knowledge, expertise and support, through our events and meetings

## Key responsibilities

This job description outlines the key accountabilities of, and output required from, the postholder. It is not definitive and will be reviewed annually as part of CFG's performance management process.

- Produce an agreed number of events to be held online and in-person (trainings, member meetings and conferences) and other national and regional events to meet agreed team targets.
- Work closely with teams from across CFG and with external stakeholders to assist in developing a comprehensive event programme.
- Source and brief speakers and trainers to ensure a great delegate experience.

# Job description

- Liaise with marketing team to help design campaigns which deliver expected delegate attendance.
- Work with colleagues on logistics of trainings, member meetings and conferences.
- Keep CFG's website and database up to date with each event details.
- Produce delegate packs and badges for trainings, member meetings and conferences.
- Attend events online and in-person, to manage and oversee the event coordination, manage speaker liaison, and develop understanding and insight into CFG's audiences.
- Evaluate event success by creating, sending, and analysing post-event questionnaires.
- Keep an up-to-date record of speakers.
- Support the whole events team with managing events inbox when required.
- Other duties that are reasonably required as a part of a collaborative and dynamic staff team.



# Job description

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• No formal qualifications are required.</li><li>• The candidate will be required to demonstrate excellent written and verbal use of English.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of administrative roles.</li><li>• Experience of using a database.</li></ul>	<ul style="list-style-type: none"><li>• Some experience in conference/event production.</li><li>• Some experience of practical or desk-based research methods.</li></ul>
<b>Knowledge/ understanding</b>	<ul style="list-style-type: none"><li>• Excellent IT skills with knowledge of Microsoft 365 tools, including PowerPoint and Excel.</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the membership, charity or voluntary sector and its operating and regulatory environment.</li><li>• An understanding of conference and training sector.</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills.</li><li>• Able to work independently in a remote environment.</li><li>• Able to manage own time and effectively.</li><li>• Proactive approach to seeking information when needed from your colleagues and manager.</li><li>• Creative approach.</li></ul>	

# Job description

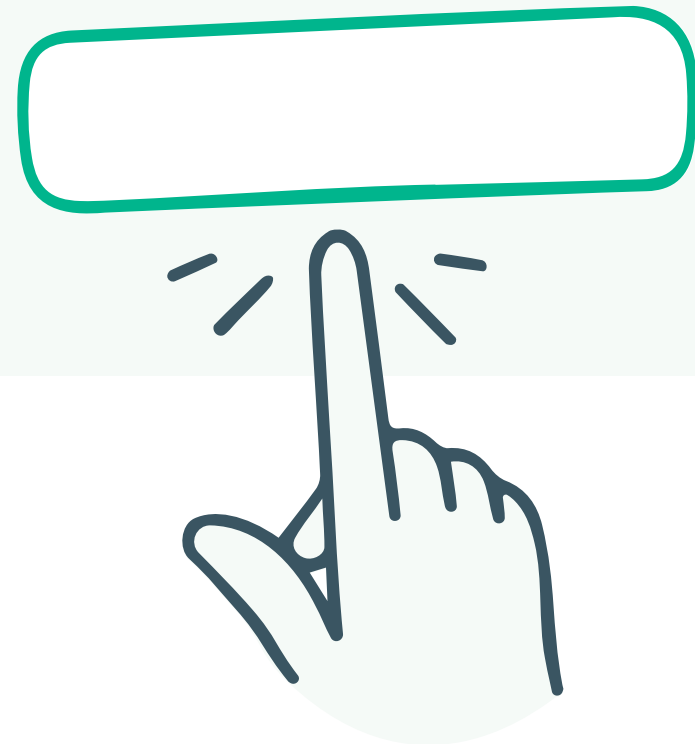
	Essential	Desirable
<b>Skills/ability</b>	<ul style="list-style-type: none"><li>• Excellent research skills and the ability to assimilate and analyse large amounts of complex information quickly.</li><li>• Proactive with excellent planning/organisation and administrative skills; good at prioritising, managing, and meeting conflicting deadlines and reactive work, balancing multiple requirements, and adapting to unexpected situations.</li><li>• Ability to work accurately and with an eye to detail unsupervised and using initiative.</li><li>• Excellent written and verbal skills and diplomacy, with ability to communicate effectively at all levels of the organisation and externally.</li><li>• Pro-active team player who excels under pressure and willingness to support a small team.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Commitment to personal and professional development.</li><li>• Commitment to working in alignment with CFG's values and behaviours.</li><li>• Willingness to work outside core hours occasionally.</li></ul>	

# Don't delay! Apply today

You're one step closer to a fantastic job...

**You're still here? Great! Before you tell us about you, please make sure you've read the full job description.**

Please visit our recruitment page to submit your application which will be anonymised (external website).



## Recruitment timeline

**9am, Tuesday 7 May:** Deadline for applications

**Tuesday 7 May - Tuesday 14 May:** Task stage

**From 16 May:** Interview stage

Our selection process includes the completion of a task (remote). Following successful completion, you may be invited to the interview stage. If you would like to find out more, please email the team to arrange an informal discussion: [vacancies@cfg.org.uk](mailto:vacancies@cfg.org.uk). We'd be happy to chat through the process with you and answer any questions you might have.

# Thank you

We value your time and interest

**Finally, thank you for your time and interest. We will be in touch as soon as possible, but please bear with us while we take time to read your application – we are a small team!**

If you are shortlisted for interview, we will get back to you and share more details about the next stage. We try our best to contact every candidate but if you do not hear from us within three weeks of submitting your application, please assume you have not been successful on this occasion. But please keep an eye on our website for future vacancies!

In the meantime, please head to our website to find out more about CFG. We wish you the best of luck in your application!



# Good to know

Website: [cfg.org.uk](http://cfg.org.uk)

Careers with CFG: [cfg.org.uk/work\\_with\\_us](http://cfg.org.uk/work_with_us)

Job enquiries: [vacancies@cfg.org.uk](mailto:vacancies@cfg.org.uk)



#NonGraduatesWelcome

