

Everything you need to know about being our Events Assistant (Bespoke)

This exciting opportunity will be in a high-performing fundraising events team providing general administrative support helping to deliver a range of charity owned events such as our cycling series and virtual fundraising challenge events.

You'll be assisting with the delivery of income enquiries and events management support to deliver a wide range of event activity across the portfolio. You'll deliver exceptional supporter care to help our events fundraisers achieve their goals in order to maximise income generation.

What you'll do

- Manage and deliver bespoke events in order to achieve agreed income, expenditure and profile targets
- Work with the Bespoke Events Manager to plan and develop Bespoke events in line with the Bespoke Events Strategy
- Work with the Senior Events Coordinator to manage event budgets ensuring that income and expenditure is kept within agreed limits
- Work with the Senior Events Coordinator to benchmark and evaluate the Bespoke events in accordance to the event evaluation process
- Work with the Senior Events Coordinator to create stewardship communications across a range of channels
- Work with the Senior Events Coordinator to promote and advertise events activity to exciting and new audience across a range of online and offline marketing channels
- Develop and maintain strong relationships with existing and new supporters
- Engage with all our supporters offering excellent supporter care through a range of different channels.
- Maintain accurate records of supporter activity on databases and online registration platform
- Responsible for the management of team email inboxes including responding to requests and dealing with enquiries

What you'll bring

- A keen interest in events management, particularly fundraising events **(A,I)**
- Ability to multitask in a busy team environment **(A,I)**
- Able to manage own workload effectively, dealing with conflicting priorities and meeting deadlines **(A,I,T)**
- Ability to build and maintain positive working relationships with a range of internal and external stakeholders **(A, I)**
- Ability to problem solve **(I,T)**
- Excellent communication and written skills **(I,T)**
- Enthusiasm, willingness to learn and a proactive attitude **(I)**
- Desire to work as part of a team and ability to get involved in project work and cross team and directorate collaboration **(I)**
- Desire to learn about databases including reporting and analysis **(I)**
- Desire to learn about digital fundraising and email platforms **(I)**

- Responsible for managing the coding of financial income through digital fundraising platforms and mail
- Develop and maintain knowledge of the events market across the charity and commercial sectors



Assessed by: (A) application stage (I) interview stage (T) assessed by a test/presentation

A bit more about the role

You'll report to the **Senior Events Coordinator (Bespoke)**

Your contract will be **permanent**

You'll work **35 hours a week**

This role is hybrid and your in person working depends on your team agreement, requirements of the role and led by activity based principles. The in person/office attendance expectation for this role will be a minimum on average three days per week with flexibility.

You'll be paid **£29,347 per year (Travel expenses to the UK office are not covered by the charity)**

Your main relationships will be with:

- **Parkinson's UK supporters**
- **Fundraising and Experience Directorate**
- **External suppliers and contacts**
- **External Relations Directorate**
- **Community and Participation Directorate**

Be part of the Fundraising & Experience directorate

How do we get Parkinson's understood? Through the work of our Fundraising and Experience team. Our bold and creative communications challenge stereotypes, keep Parkinson's in the public conversation and inspire people to take action.

We're a movement powered by people. We grow, engage and inspire communities, volunteers and supporters to rally behind our charity goals. We work to transform Parkinson's, together. We raise funds to enable our ambitious work.

The Fundraising and Experience team develops and delivers effective engagement activities - to support all areas of our strategy, maximise income and raise the profile of Parkinson's and the charity.

What we offer

We recognise that our greatest asset is our people! And our benefits reflect our commitment to nurturing a thriving and fulfilled workforce.

Our benefit package is designed with your well-being in mind. From reward, health and wellness initiatives, learning and development opportunities and a range of perks tailored to enhance your work-life balance.

To find out more about what we offer, follow this link

Our benefits, and what we offer can be found on our website:

<https://www.parkinsons.org.uk/about-us/benefits-working-us>

What we do and how we do it

Our vision • our ultimate aim

Together we will find the cure, and improve life for everybody affected by Parkinson's.

Our social mission • what we deliver

We're a people-powered movement. On the verge of major breakthroughs in Parkinson's. By uniting we will find a cure. Together, we will help people get the best care and will ensure everyone sees the real impact of Parkinson's.

Our values • the way we work

- **People-first:** We're a strong movement for change, informed, shaped and powered by people affected by Parkinson's. We value and support each other.
- **Uniting:** We're people with Parkinson's, scientists and supporters, fundraisers and families, carers and clinicians. We're working, side by side, to improve the lives of everyone affected by Parkinson's
- **Pioneering:** We innovate across everything we do. Creative, courageous and with pioneering spirit, we strive to continually improve.
- **Driven:** We live and breathe our purpose. We set clear goals and strive to deliver the greatest impact for people affected by Parkinson's.