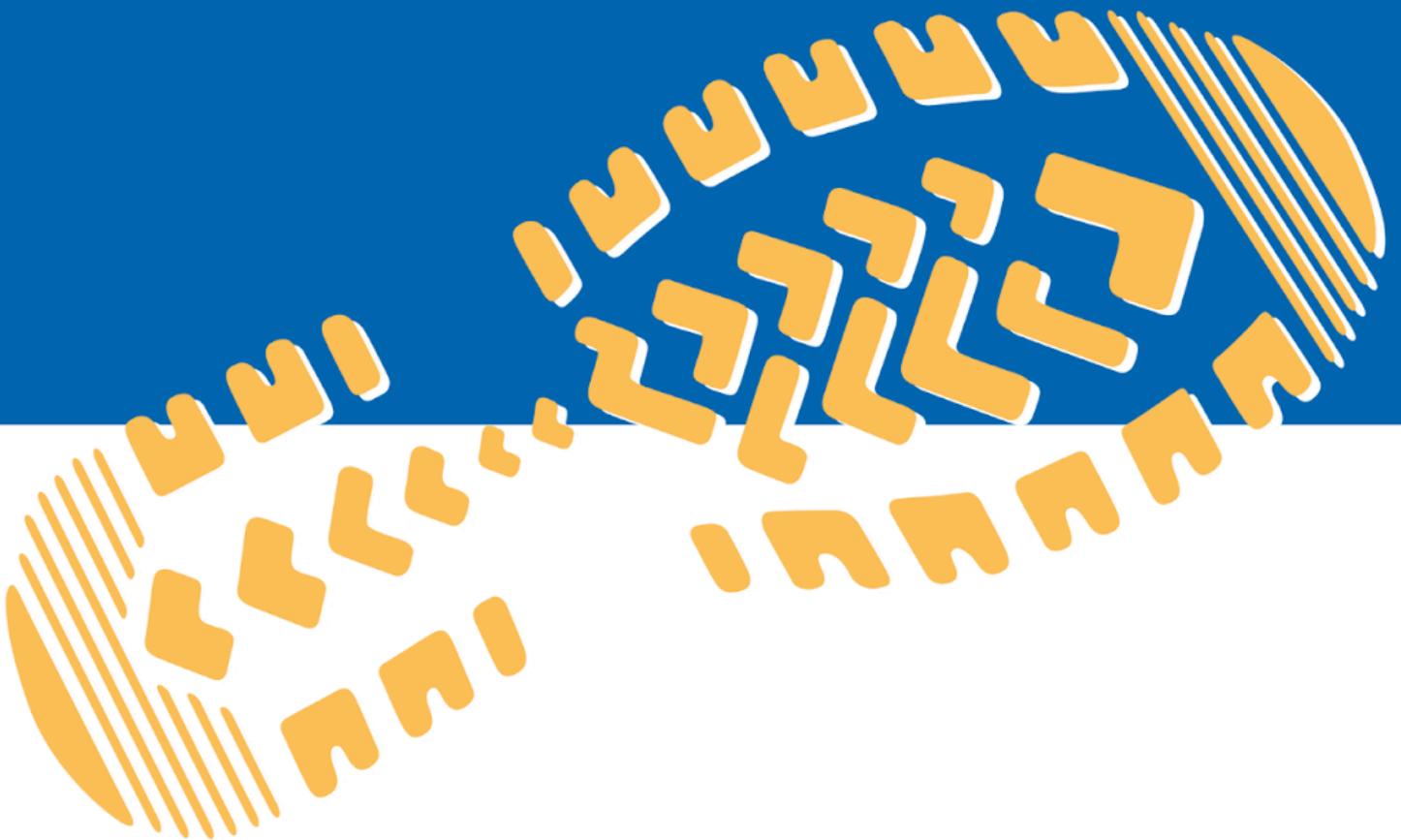


Youth Adventure Trust Events Fundraising Officer Job Pack



Date: 9th March 2026

Prepared by: Louise Balaam, Director of Fundraising

Email: louise@youthadventuretrust.org.uk Tel: 07904 037525





Summary

- Title:** Events Fundraising Officer
- Reports To:** Challenge Events Manager
- Location:** Home-based with easy access to the South West
- Contract:** Permanent, full time
- Salary:** £24,000
- Benefits:** 25 days plus public holidays pro rata, Employee Assistance Programme, Bike to Work Scheme, additional birthday day-off, 5% pension contribution
- Application:** Application Form
- Closing Date:** Monday 6th April 2026 at 23:59

The Role

If you love being outdoors, enjoy talking to people and have amazing organisation skills, then our Events Fundraising Officer role is for you. Each year, almost 1,000 people take part in a Youth Adventure Challenge Event. We are looking for a dynamic Events Fundraising Officer to help recruit and support our fundraisers, assist with the organisation of events and help us to develop this significant income stream.

Working alongside the Challenge Events Manager, the Events Fundraising Officer is instrumental in every step of delivering well-managed, fun and safe events for our corporate partners and event participants, as well as ensuring the fundraising success of each event.

Excellent communication and people skills will be essential as you will play a key role in building up relationships with the clients, the participants and their supporters. Furthermore, you will be involved in the whole process of event organisation, including developing the event, preparing the resources, helping with logistics, maintaining accurate records, reporting and banking and thanking.

The Fundraising Officer must be self-motivated, well organised, able to multi-task, a strong administrator, a fantastic team player, have excellent inter-personal skills and enjoy being outdoors. Paid or voluntary experience in a fundraising environment is essential. This is a great opportunity for somebody looking to take the next step in their career, with plenty of scope to develop your skills and experience within a supportive team. Whilst the role is home-based you must live in the South West to ensure easy access for in-person meetings.



The Charity

At the Youth Adventure Trust, we use outdoor adventure to empower vulnerable young people from Swindon, Wiltshire and Somerset to fulfil their potential and lead positive lives in the future. We work with them to build resilience, develop confidence and learn skills that will last a lifetime, helping them to face the challenges in their lives. Dedicated support, guidance and mentoring from our staff and volunteers ensures young people receive the maximum benefit from our long-term intervention. Our aim is to make a lasting improvement to the lives of vulnerable young people. All our services are provided completely free of charge to the young people who are nominated by schools and other youth organisations to take part.

We're proud to offer our programmes completely free of charge to participants which means the fundraising team is crucial. With ambitious plans to help more young people over the coming years, our Events Fundraising Officer role is an exciting opportunity to make a real difference. You'll be well-supported as part of a small fundraising team with a big heart, with plenty of opportunities to visit our programmes and see the tangible impact of your work.

Job Description

- Assisting with the planning, organisation and delivery of challenge events, including recruiting participants and stewarding them through their event preparations and fundraising journey;
- First point of call for event participants, supporting them with their training and fundraising, ensuring they feel prepared for the event through all channels including phone, emails, video calls and website;
- Recruit and support individual fundraisers taking on their own challenges in aid of the Youth Adventure Trust
- Research venues, locations and other logistical requirements for challenge events;
- Take responsibility for event administration, including data input, maintenance of accurate records, sending out materials, responding to enquiries and income management;
- Designing event materials and uploading them to participants' dashboards;
- Implementing a communications programme to motivate and inspire event participants, helping them to achieve their fundraising targets;
- Developing and implementing a social media schedule and designing content to promote events;
- Developing long-lasting and meaningful relationships with event participants;
- To help maximise the fundraising potential and volunteer recruitment opportunities through events;
- Liaise with challenge event volunteers as the main point of contact leading up to the event;
- To attend events and help with their smooth delivery;
- To contribute to the fundraising team's annual targets and the wider charity objectives;
- To act as an ambassador for the Youth Adventure Trust.

Person Specification

We need someone with:

- Paid or voluntary experience in a fundraising environment, ideally in events fundraising;
- Strong administrative skills and an excellent eye for detail;
- A track record in developing good relationships with supporters/stakeholders;
- Excellent organisational and time management skills with the ability to prioritise work, juggle conflicting demands and meet tight deadlines;
- Knowledge of marketing, communications and social media, with an ability to use those skills to promote opportunities effectively;
- Excellent verbal and written communication skills across all channels, including telephone, video calls, emails and social media;
- Experience in using a CRM database and strong IT skills including Microsoft office products and design programmes such as Canva. Video recording platforms such as Loom and Word press experience is desirable;
- Willingness to work variable hours, flexibility to travel occasionally with overnight stays and able to work from home;
- A love of the outdoors and happy to be outside, whatever the weather;
- A good understanding of the positive impact outdoor adventure can have on vulnerable young people and a desire to help the Youth Adventure Trust change more lives.
- Commitment to safeguarding and promoting the welfare of young people.

Safer Recruitment

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Please be advised;

- a satisfactory Enhanced DBS Disclosure will be required for this post;
- we will seek references on shortlisted candidates before a second interview, and may approach previous employers for information to verify particular experience or qualifications;
- if the applicant is shortlisted, any relevant issues arising from his or her references or application will be taken up at interview;
- in accordance with due diligence checks, online searches may be conducted as part of the selection process on shortlisted candidates;
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in



which the penalty is “time expired” (e.g. where a warning could no longer be taken into account in any new disciplinary hearing), and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues; and

- applicants should note that providing false information is an offence and could result in the application being rejected, or dismissal if the applicant has been selected, and possible referral to the police.

Please review our Safeguarding Policy available at www.youthadventuretrust.org.uk/policies

How to Apply

Please complete the Application Form which includes the opportunity to outline why you think you are suitable for this role, making specific reference to the Job Description and Person Specification above.

The Application Form should be returned to:

Louise Balaam, Director of Fundraising by email: louise@youthadventuretrust.org.uk

Applicants are welcome to call Louise on 07904 037525 if they would like to discuss the role or the application process before applying.

Applications Closing Date:

Monday 6th April 2026 at 23:59

Shortlisted candidates will be notified by Thursday 9th April 2026

Interview Date:

Tuesday 21st April (in person, Bristol TBC)

Shortlisted candidates will be asked to complete a written task before the interview.

Unfortunately we are unable to reimburse interview expenditure incurred.

The Youth Adventure Trust sincerely thanks all those who apply, however only those considered for an interview will be contacted.

Data Protection Statement

For information about how we use your data, please see the Privacy Policy on our website www.youthadventuretrust.org.uk/privacy, or request a hard copy by calling 0330 123 2446.



Equal Opportunities and Diversity Statement

The Youth Adventure Trust is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Additional documentation with this Job Pack:

- Application form
- Recruitment of Ex-offenders Policy