



The Harlequins Foundation

Events Manager



The Harlequins Foundation

The Harlequins Foundation is the charitable arm of the Club, delivering programmes in our communities that primarily support young people to develop the Essential Skills, enabling success on and off the pitch.

Established in 2015, The Harlequins Foundation is the embodiment of the Club's belief to put our communities at the heart of everything we do. We are at an incredibly exciting time in our development, backed by an impressive Board of Trustees and a supportive rugby club with a rich heritage, an iconic brand, highly regarded playing squads and an extensive fan base, all of which offers a hugely significant platform for our future success.

We understand the value of sport and its ability to go beyond what happens in the pitch. As the charitable arm of Harlequins we are in a privileged position to be able to use the Club's network and brand to inspire educate and equip individuals and communities at home and around the world to change their lives and fulfil their potential.

Our work falls under three impact areas:

Our education and employability pathway provides accessible opportunities for young people to gain the essential skills, experience, and aspirations they need to thrive.

We will continue to deliver programmes that give people the tools they need to manage their emotions, overcome setbacks, and promote positive mental and physical health.



We will advocate for our game to remain a sport for all, from grassroots through to the professional game, and deliver programmes that remove barriers to participation for marginalised groups and identities.

Equal Opportunities

The Harlequins Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.



Safeguarding

The Harlequins Foundation is committed to the safeguarding of its staff, volunteers, children, and adults at risk. Any potential job offer is subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

Our Identity

TRUE

TEMPO - Deliberate in what we do, and when. At the forefront of addressing societal challenges and barriers on behalf of our club, and its supporters, creating long lasting impact off the pitch.

RELATE - Connected to our culturally diverse communities, inclusive in our approach and responsive to their needs.

UNCONVENTIONAL - Innovative and agile in tackling key societal challenges, empowering our communities.

ENJOYMENT - Central to everything we do, taking pride and enjoyment in being a force for good.

Applying for the role

To apply for the role, you must fill out an application form, which you can download from the Harlequins website, and send it along with a cover letter outlining your suitability for the role to foundation@quins.co.uk

Applicants are strongly advised to read the person specification closely and ensure their cover letter demonstrates how they meet the criteria for the role. CV's or emails expressing an interest in the position without completing the online application form will be disregarded, although you are welcome to include one with your application.

All applications will be reviewed on a rolling basis, so we encourage all applicants to apply as soon as possible.

If you have any questions about the role ahead of submitting an application, please contact the team foundation@quins.co.uk and the hiring manager will contact you to discuss.

Job description

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| Job Title: | Events Manager |
| Reference Number: | EvM2324 |
| Salary: | £32,000 - £35,000 dependant on experience |
| Department: | Harlequins Foundation |
| Reports to: | Head of Fundraising and Engagement |
| Location: | Twickenham Stoop |
| Contract Type: | Permanent |

Purpose of the role

As the Events Manager, your role will be to further develop and deliver a range of events and initiatives that the Foundation offers to its supporters to help us to raise the funds we need to deliver our programmes. The role will play a key part in delivering high-profile fundraising events while building the Foundation's engagement with different communities and supporter types, being instrumental in delivering campaigns and events to engage new audiences with the Foundation's purpose.

We are seeking to recruit a proactive and enthusiastic person to fill this essential role. Working closely with the Head of Fundraising and Engagement and within a small Fundraising team, the successful applicant will be responsible for delivering events from matchday activations to Foundation fundraising events.

You will develop key relationships within the Foundation and Club's network of supporters, suppliers and delivery partners and manage a portfolio of events and activities for a range of supporter groups.

The successful candidate will be experienced in planning and delivering a variety of events, ideally within the charity sector with a focus on fundraising. An ability to provide exceptional experiences, catering to different audiences including both sports fans and high-net worth individuals as appropriate. Some weekend and evening working will be required as part of the role.

Key Responsibilities

- Support the development and delivery of a varied portfolio of events and fundraising activities to meet agreed objectives, all of which reflect the spirit of the Harlequins Foundation
- Deliver high quality supporter care and stewardship, ensuring a quality experience for supporters at all events that reflect the values and identity of the Foundation, and build long-term relationships with our supporters
- With support of the team where relevant, co-ordinate event logistics; including but not limited to sales, bookings and liaison with supporters and suppliers, material production, event marketing and promotion, set up, and delivery
- Maximise income from our portfolio of events and fundraising activations.
- Ensure relevant processes and policies are in place to deliver a successful, profitable events programme
- Oversee the management of fundraising systems and platforms to create the best possible experience for donors and participants
- Assist with all fundraising aspects of events including sourcing, recording and storing auction prizes and working with the team to manage auction fulfilment
- Regularly review the performance of events and fundraising campaigns, make recommendations for improvement, and support decision-making regarding fit of new opportunities for the Foundation
- Cultivate and maintain excellent working relationships with key stakeholders, including but not limited to Harlequin FC, their partners and sponsors, Quins Supporters Association (QUINSSA), Harlequins Players Association (HPA), event delivery partners and suppliers
- Represent the Foundation both internally and externally, acting as an ambassador for the Foundation and advocating for our work

Person Specification

Qualifications and Experience

Essential

- Educated to degree level or demonstrable equivalent experience
- Exceptional events management and project management experience; managing a range of events and budgets in size, profile and scale
- Excellent organisational and administrative skills including budget and project management
- Experience of delivering fundraising events and activations that can engage supporters
- Ability to build excellent relationships especially with supporters, partners, ambassadors and suppliers

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| | <ul style="list-style-type: none"> • Strong team player and project leadership, ensuring clear and regular communication with the team and stakeholders as appropriate • Competent user of Word, Excel, PowerPoint, and experience of CRM systems and project management tools <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within the sports charity/sports sector • Experience of working with high-net-worth individuals or celebrities would be an advantage |
| <p>Skills, abilities, and knowledge</p> | <ul style="list-style-type: none"> • Highly organised with excellent planning and coordination skills and a meticulous attention to detail • Strong communications skills and decision-making capabilities. • Understanding of events delivery, and sports/charity industry • Strong financial literacy and proven budget management experience • Demonstrates both creative and operational thinking and judgement • A good knowledge of health and safety requirements around event delivery • Able to think long-term and support the strategic development of the Foundation • Excellent stakeholder management skills with the ability to differentiate your delivery to meet the needs of the audience • Ability to keep calm under pressure and maintain a clear head, anticipating risks and solving problems • Experience in managing a diverse workload with multiple deadlines, deliverables, and stakeholders and to be able to prioritise when needed • Excellent negotiation skills with proven record of accomplishment • Hands on, with the ability to lead from the front and support the delivery of our work • A commitment to safeguarding children, young people, and vulnerable adults • An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community |