



Events Senior Executive

RESPONSIBLE TO:	Head of Fundraising and Communications
HOURS:	14 hours per week (flexibility is essential)
JOB LOCATION:	Hybrid working, home and office based – Amersham, Buckinghamshire
SALARY:	£30,000 – 35,000 FTE pro rata
PENSION:	7% non-contributory

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children. Our vision is that every seriously ill child deserves a Roald Dahl Nurse and fundraising is core to achieving this.

Job Description

We are looking for a dynamic and experienced professional to lead and develop our events programme – developing, promoting and delivering a range of events that maximises income and drives supporter engagement. This new role is crucial in providing a seamless service for the charity to be able to cultivate relationships, secure income and raise its profile through well delivered events.

As the Events Senior Executive, you will be instrumental in planning and delivering events, developing the exciting and engaging activities alongside a group of dedicated colleagues. The range of events that this role will be running will be varied and will need to be run smoothly, in a timely manner and deliver on the agreed aims. As a charity connected to Roald Dahl, we also believe we have the licence to do things differently to others, so having a creative flair would be a bonus! This role centres on delivering events that forge strong and meaningful relationships with new and existing supporters and stakeholders. The Senior Executive will explore innovative methods to deliver events to the right audiences through targeted campaigns, significantly contributing to the fundraising efforts of the organisation.

Responsibilities to Include:

- To deliver a programme of cultivation, stewardship and fundraising events, identified by Head of Fundraising and Communications.
- To project manage each event, schedule and chair the project team meetings, and collaborate with your colleagues using Monday.com as a project management tool.
- To work with a range of third-party suppliers critical to each event success such as venues, technical etc.
- To develop event guest lists and co-ordinate invites using our CRM system (Beacon), monitor RSVP's and ensure excellent guest correspondence.
- To work with the communications and marketing team to develop event invites that help to grow supporter engagement
- Prepare and manage event risk assessments
- Ensure that all stakeholders are effectively briefed prior to the event.



- Co-ordinate and manage budgets, develop feasibility reports and be able to feedback on ROI and event review.
- Lead on delivery of event, point of contact for internal and external stakeholders, ensuring success on the day.
- Ensure that thorough project debrief takes place so that learnings can be recorded to provide insight for future decision making.

Other Information

This job description helps the post holder to understand their main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- The post holder will be required to travel within the UK, for example to attend events, the majority which are held in the South East. This may occasionally require overnight stays.
- A full UK driving licence and access to a car is an advantage.
- The post holder will have the flexibility to work additional hours (if required) due to peaks in workload before and after an event and to attend the event itself, many of which take place in the evenings or weekend.
- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a six-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.
- The post holder will have the right to work in the UK.

How to Apply:

Interested candidates should submit a CV and a cover letter outlining how they meet the person specification to recruitment@roalddahlcharity.org. The deadline for applications is 27 August. Formal interviews will be conducted during the week commencing 2 September and informal conversations will take place as applications are submitted.

Join us at Roald Dahl's Marvellous Children's Charity and be part of a team that makes a real difference in the lives of seriously ill children and their families.



Person Specification:	Essential (E) or Desirable (D)
1. Knowledge:	
Proven experience of managing and delivering a range of successful events	E
Demonstrated track record in delivering events that generate income	E
Knowledge and understanding of the charity sector	D
Expertise in managing effective partnerships and navigating relationships with senior and diverse stakeholders, including suppliers and event venues	E
Experience developing events as a means to building relationships and stewarding relationships	E
Experience of managing and setting budgets	E
Ability to produce detailed events performance reports and measure return on investment (ROI)	E
Experience of managing staff and volunteers	E
Strategic thinker with a creative edge	E
2. Skills	
Clear understanding of the role and importance of delivering events within the charity sector	E
Ability to work independently and as part of a multi-disciplinary team	E
Excellent relationship management skills, demonstrating sensitivity and empathy while working with beneficiaries and their families	E
Confident communicator, electronically as well as in person	E
Strong organisational skills with the ability to manage multiple projects simultaneously and keep them on track	E
Knowledge of good customer care principles	E
Strong analytical skills for evaluating the effectiveness of events	E
3. Personal Qualities	
Enthusiastic and hard working	E
Strong team player	E



Calm under pressure and common-sense approach	E
Flexible and adaptable	E
Creative thinker	E
Sensitive and empathetic	E