



POST TITLE:	Challenge Events Assistant
RESPONSIBLE TO:	Challenge Events Manager
LOCATION:	Hybrid. Home working with 1-2 days per week at Cheltenham office. Occasional travel around the UK to support events.
HOURS OF WORK:	Full time/ 35 hours per week (open to flexible working requests if business needs are met – minimum 28 hours)
SALARY:	£22,321per annum* (With a progression salary banding of £22,321 - £26,071)
DURATION:	Permanent

We're seeking a passionate and dynamic administrator to support our growing Challenge Events team! An exciting role where you'll be supporting a range of third-party Challenge Events and participants' fundraising efforts.

A Bit about Us:

WellChild, based in Cheltenham, is the national charity for seriously ill children and their families. Through a range of practical and emotional support, training, and information programmes, WellChild gives children and young people with complex medical needs the best chance to thrive, at home.

Purpose of the role:

The fundraising team is at the core of the charity and works together to maximise opportunities and raise funds from a range of sources. The Challenge Events programme has continued to strengthen in recent years, with huge demand seen across third-party running events such as the London Marathon and Great North Run, plus a growing number of runners in international marathons, including Berlin, Chicago and Sydney. The Challenge team's role is to fill our allocated places in third-party events efficiently; nurture and support our participants to fundraise as much as possible; and ensure they enjoy the whole event experience from place allocation, through to their training and fundraising, to crossing the finish line!

Reporting to the Challenge Events Manager, the postholder will provide high quality day-to-day operational and administrative support across the Challenge Event Programme as well as supporting in-person Challenge Events, such as the London Marathon (April) and Great North Run (September).

Find our full event programme here: wellchild.org.uk/events

For you to support these events, you will be required to attend the office in Cheltenham around 1-2 days per week, and more often during busy periods. You will ideally support a minimum of 2 events per year which take place across weekends and require travelling in the UK (22-27th April and 6-8th September 2025). In order to compensate for this, we offer a flexible TOIL policy.

You will be able to:

- Demonstrate recent experience providing day to day administrative or project support experience, ideally within the voluntary sector and/or a challenge events team.
- Build and sustain valuable relationships by ensuring our supporters feel engaged and inspired from the moment they sign-up.
- Assist with the research, development, planning, and implementation of existing and new Challenge Events, projects and partnerships.
- Maintain WellChild's contact management system, Raiser's Edge (RE) and ensure all activity and income is recorded accurately on supporter records, ensuring compliance with GDPR.
- Act as the point of contact for Challenge Event enquiries, processing applications, responding to requests for fundraising materials and event/fundraising queries in a timely manner.
- Demonstrate excellent attention to detail
- Collaborate with other teams across the organisation such as Communications and Fundraising to maximise the success of events.
- Effectively prioritise and work calmly under pressure.

You will have:

- A desire and commitment to build and deliver the very best challenge events programme possible, resulting in fantastic fundraising and supporter engagement.
- Strong communication and organisational skills
- Competent Microsoft Office skills
- A passion for fundraising, working in the charity sector, or Challenge Events!

What we can offer:

- Competitive starting salary of £22,321*
- 23 days holiday on appointment rising to 27 days plus 8 bank holidays (often additional 3 days during Christmas office closure)
- Stakeholder Pension Scheme from appointment at 5% employer
- Employee Assistance Programme
- TOIL for out of hours work

Other:

This is a permanent full-time role, based in Cheltenham. In conjunction with this we operate a hybrid home working/office working policy.

There will also be some travel to meetings and events required that fall outside of normal working hours.

Whilst the requirement for this role is fulltime at 35 hours per week, we would be willing to look at possible part time

(minimum 28 hours) should suitable applicants apply, and the business and role requirements are met for the charity.

Equal Opportunities:

At WellChild, we celebrate diversity and recognise the value it brings to our organisation. We believe that diverse perspectives lead to innovation, creativity, and better decision-making. As such, we match charity needs with skills and experience of candidates and actively seek candidates from various backgrounds irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are committed to fostering an inclusive workplace and take pride in ensuring that everyone feels welcome, respected, and empowered.

Safer Recruitment:

WellChild is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process. The successful candidate will be required to complete regular safeguarding training and undertake a DBS check relevant to the requirements of the role. For this role that will involve a basic disclosure.

Use of Curriculum Vitae (CVs)

Our policy is to recruit our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application form.

Salary bandings:

* Our policy is that we show candidates the full salary band for the role they are applying for, all appointments will be made at the start of the salary range, successful candidates have the opportunity to move up the scale over time. Progression up the salary range is reviewed on an annual basis and subject to individual performance and affordability.

How to Apply:

Application forms can be found at <https://www.wellchild.org.uk/jobs-and-volunteering/>

Completed application forms should be sent to jobs@wellchild.org.uk Applications can also be posted to HR Team, WellChild, Sunningend Business Centre, 22 Lansdown Industrial Estate, Cheltenham, Gloucestershire, GL51 8PL.

Recruitment Timetable

Application deadline: 9am 24th February 2025

Interview date: W/C 3rd March 25

Interview location: Cheltenham Office

Queries

If you have a query regarding the recruitment process, require additional information, or would like to arrange an informal discussion about this role, please contact Johanna Waltho, HR Manager on Johannawaltho@WellChild.org.uk or jobs@WellChild.org.uk.

Retention of Personal Information

Please see our Privacy Statement which can be found at: <https://www.wellchild.org.uk/privacy-cookies/>

Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.